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ABSTRACT

This comprehensive guide helps camp administrators prepare for camp accreditation and site approval visits by the American Camping Association (ACA). The introductory sections outline the purpose and administration of the standards program and provide definitions of camping terms. Standards are organized under one section for camp accreditation and another for site approval. Specific standards and their interpretation are listed one-per-page with a section for the camp director's evaluation of camp compliance and a section for indicating evidence of compliance. For camp accreditation, standards are listed under the headings of site, administration, personnel, program, and health care. Additional standards are included for aquatic, tripping, horseback riding, and travel programs. For site approval, standards are listed under the heading of basic, administration, personnel, health care, and aquatic. The appendix contains numerous sample forms needed for camp administration, e.g., personnel policies, comprehensive plan outline, statement of goals and objectives for camper development, employment contract, architectural barriers checklist, and health records. The appendix also provides ACA publications related to standards, a cross reference for current and prior ACA standards, and a directory of organizations offering support for camp administration. (JHZ)

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THE ACA STANDARDS ORGANIZER

A tool for the preparation of camps
for visitation for
American Camping Association
Camp Accreditation
and Site Approval

***A-1. Better Camping For All**

☒ **Yes** ☐ **No**

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A Note about this Edition of **The ACA Standards Organizer**

As this is written in January of 1985, time is of the essence: the new 1985 Standards are making their debut and all camps and camp directors are having to begin the process of organizing their materials for the new Standards. Because this time is the most appropriate one to provide you with a tool like **The ACA Standards Organizer**, we have had to take a speedy route to publication. As a result, this edition is not newly typeset, but rather, is cut, pasted, and copied from the new ACA Standards book. It's not fancy, but we hope it is helpful. Perhaps in the future we'll produce a more elegant edition. In the meantime, use this in its simple form, and please feel free to let us know how it could be improved to be of greater help to you.

Best Wishes for Safe and Happy Camping,

Mary Faeth Chenery

Mary Faeth Chenery, Ph.D., C.C.D.
M. F. Chenery & Associates:
Resources for Camping

INTRODUCTION

How to Use The ACA Standards Organizer

The ACA Standards Organizer is a reprint in notebook form of the *Camp Standards with Interpretations for the Accreditation of Organized Camps* published by the American Camping Association for use beginning in 1985. Camp directors have in the past found their own ways of organizing their materials for the standards accreditation process, and there are undoubtedly many different ways that are equally effective. One such way of preparation is in notebook form, with each standard and its interpretation highlighted on a separate page.

The notebook form allows the camp director to place supporting written materials with the appropriate standard, to identify the location of other supporting materials or equipment, and/or to identify staff responsible for the standards' content. With each standard in **The Organizer** there is a legend which provides a place for the director to assess the camp's compliance with the standard and to make notes about the standard. It should be understood that this assessment is the director's judgment made in preparation for the visit. The ACA standards visitors make their own judgment about compliance on the day of the visit, and it is the visitor's assessment which will be reported to National ACA for scoring purposes.

Although **The Organizer** provides a legend for each standard, you do not have to have a written response to each standard. Written documentation is required only for those standards that specify "written" in the standard or which logically require verification (such as licenses, evidence of certification, etc.). All standards requiring written documentation are listed in Appendix B. The purpose of completing the legend for each standard is just to help you assess your camp's compliance and to make notes with regard to staff involvement.

The ACA Standards Organizer makes the standards preparation process easy to organize and easy to update. We hope that it will be a valuable tool for you as you and your staff seek to assure "Better Camping for All."

How to Use The Organizer

How you use **The Organizer** is up to you — what seems most appropriate and convenient for you and your camp situation. Some suggestions are made here about ways that have been found helpful.

It is suggested that you place the pages of **The Organizer** in one or more three ring notebooks, depending upon the extensiveness of your documentation and whether you use the Site Approval Standards. You may want to use one notebook for the Camp Accreditation sections on Site Standards, Administration Standards, Personnel Standards, and Health Care Standards, a second notebook for Program Standards and Standards for Selected Programs, and a third notebook for Standards for Site Approval.

If you are going through the standards preparation process for the first time, you will want to read carefully through the Introduction and Glossary. At some point before your camp's visit, you will have to complete the Basic Standards Course (contact your ACA Section Standards Chairperson if you haven't heard yet about this course or need to know dates for it). The Basic Standards Course will help you become familiar with the standards book and the Camp Accreditation and Site Approval processes.

Camp directors who have been through the standards preparation process before will want to become familiar with the changes in the 1985 standards. **The ACA Standards Organizer** should provide an easy format for you to determine changes in order to prepare for your next visit.

During Your ACA Standards Visit

The ACA Standards Organizer may be used during your camp's standards visit to show the visitors your written materials and to direct the visitors to information about each standard.

If your written materials are not in the notebook, they should be right at hand during the visit. If some materials are kept in files, those file names and locations should be noted on the legend and they should be ready for the visitors to read on the day of the visit. You may want to make notes during the visit as the visitors indicate their assessment of your compliance or make comments and suggestions. The standards visit is often an educational process and the new ideas that are generated may merit noting for further study.

In some Sections and with some visitors, you are encouraged to have some of your written materials reviewed before the actual date of the on-site camp visit. **The Organizer** notebooks enable you easily to take your written materials to a Section standards meeting or to a meeting with your visitor.

Annual Reviews

Although your camp is visited only once every three years, each year you sign a "Statement of Compliance" indicating that you are continuing to comply with the requirements for Camp Accreditation and/or Site Approval. You can use **The ACA Standards Organizer** to help you review your compliance with standards each year. There is an entry on the legend with each standard that allows you to indicate your annual review.

Getting Your Camp Staff Involved

Preparing for compliance with ACA Standards and for an ACA standards visit can be an excellent educational experience for the camp staff. You may want to involve your staff in the preparation of standards documentation. Your staff may already be engaged in program planning and in the development of safety procedures, lesson plans, special event planning, and so forth, and thus already working on materials relevant to standards documentation. By using **The ACA Standards Organizer** with staff, you may be able to divide up some of the work of standards preparation. The format of **The Organizer** may help the task seem less overwhelming to staff to whom the process may be new and complex.

How to get staff involved: Using the legend on each page, identify those staff who you want to be involved in the preparation and who should be knowledgeable about the standard. You may want to identify staff by position (e.g., waterfront director) or by name. Discuss with the particular staff members what is required to meet the standard and who is responsible for what tasks. You may want to write these down in the notes space, along with the time frames agreed upon for completion (see Example A-1, following). Follow up to see that the tasks are completed and that written documentation has been placed in the notebooks where needed. You may also want to encourage staff to review all or sections of **The Organizer** to become familiar with the standards program and process.

Using the Legends on Each Organizer Page

On each page of **The ACA Standards Organizer** where a standard is printed, there is a legend printed for recording the camp's response to the standard and related notes. As mentioned before, written documentation of each standard is not required, only for standards which specify that. Your use of the legend is optional and is intended to be an aid to the camp's self-study in preparation for the standards visit.

Illustrations of use of the legends follow.

EXPLANATION OF LEGEND ENTRIES

Director's Evaluation of Camp Compliance

CAMP DIRECTOR'S ASSESSMENT OF WHERE THE CAMP STANDS ON THIS STANDARD	____ YES ____ NO
DATE THAT THE LEGEND IS FILLED OUT	Date Reviewed ____________
	Evidence of Compliance (Written Documents, Supporting Materials, or Notes)
YOUR WRITTEN/SUPPORTING MATERIALS ARE IN THE NOTEBOOK RIGHT HERE	____ Following this page
YOUR WRITTEN/SUPPORTING MATERIALS MAY BE FOUND BY LOOKING UP ANOTHER STANDARD, E.G., C-5	____ See Standard____________
YOUR WRITTEN/SUPPORTING MATERIALS ARE KEPT IN A FILE NAMED: ______ (E.G., PERSONNEL POLICIES). DURING THE VISIT, YOU SHOULD HAVE THIS FILE AVAILABLE FOR THE VISITOR TO SEE	____ In Files: ____________
THIS STANDARD MAY BE ANSWERED BY LOOKING AT A FACILITY AND/OR BY TALKING WITH A STAFF MEMBER (E.G., THE COOK IN THE KITCHEN)	____ Observable [Will need to visit and talk with ____________ at (facility) ____________]
YOU MAY ASK ONE OF YOUR STAFF TO WORK ON THE PREPARATION OF THIS STANDARD. YOU MIGHT USE A SPECIFIC NAME (JANE ADDAMS) OR A POSITION (WATER-FRONT DIRECTOR)	Personnel Responsible: ____________
	Notes:
DATE & YEAR OF SUBSEQUENT SELF-STUDY — INDICATES THAT YOU HAVE REVIEWED YOUR CAMP'S COMPLIANCE AS NOTED.	Annual Reviews Date/Year ________ Date/Year ________ Date/Year ________

EXAMPLE A-1:

A-1:

Does the site or accessible areas provide natural resources which are utilized in the camp program to provide for and enrich the campers' outdoor living experience?

Yes No

Interpretation:

"Accessible areas" include those areas which are available on a regular basis and are located either on the campsite or in close proximity to the campsite. This standard does not specify daily use. However, a measure of enrichment and to some extent "accessibility" may be based, in part, upon frequency of use. If camp program does not utilize such areas daily or several times a camping session, then it may not provide "enrichment," or be "accessible" to participants.

Rationale and Educational Supplement

An important criterion included in the American Camping Association's definition of camping is that it takes place in the "out-of-doors." This standard is one of several standards which relate to this criterion and measure of quality of experience.

[N.B. THIS STANDARD DOESN'T REALLY REQUIRE PREPARATION OR EXPLANATION, EXCEPT TO TELL THE VISITOR HOW YOUR CAMP USES THE NATURAL RESOURCES. THE PROGRAM PLAN MIGHT SHOW THAT, OR IT MIGHT BE OBVIOUS BY A CAMP TOUR DURING THE VISIT.]

Director's Evaluation
of Camp Compliance

__X__ YES _____ NO

Date Reviewed __5/15/85__

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard __________
_____ In Files: __________
__✓__ Observable [Will need to visit and talk with __program director,__ at (facility) __environmental ed. counselor__]

Personnel Responsible:
__program director__

Notes:

Program director will prepare comprehensive program plan and schedule by 6/1/85

Environmental ed. counselor will develop program plans during pre-camp, submit by 6/10/85.

Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

EXAMPLE B-19

EMERGENCY PROCEDURES:

B-19:

Are all staff provided written disaster procedures which they have reviewed and rehearsed? Yes No

Rationale and Educational Supplement

Foreseeable disasters are often unique to specific areas and may include, but are not limited to, emergencies such as tornadoes, hurricanes, fires, floods, earthquakes, and landslides.

Director's Evaluation of Camp Compliance

X YES ____ NO

Date Reviewed 5/20/85

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

✓ Following this page
____ See Standard ____
____ In Files: ____
____ Observable [Will need to visit and talk with ____
at (facility) ____]

Personnel Responsible:
C.D. [Camp Director]

Notes:

Reviewed during pre-camp
(see schedule for pre-camp)
Included in staff manual
Rehearsed once each session
and during pre-camp

EXAMPLE C-12

C-12:

Are there written document(s) which address all of the following personnel policies:

1. **Remuneration,**
2. **Time off,**
3. **Absence from work,**
4. **Health examinations and health histories,**
5. **Insurance,**
6. **Conditions of severance,**
7. **Performance evaluation,**
8. **Personal conduct, and**
9. **Any special conditions of service?** Yes No

Rationale and Educational Supplement

In addition to being a standard, the provisions of personnel policies is also called for in ACA's "Exemplary Ethical Practices for Camp Directors/Owners."

See APPENDIX for sample personnel policies.

[N.B. DURING THE STANDARDS VISIT, BE SURE TO HAVE THIS FILE AVAILABLE FOR THE VISITOR TO SEE.]

Director's Evaluation of Camp Compliance

X YES ____ NO

Date Reviewed 5/2/85

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard ____
✓ In Files: Personnel Policies
____ Observable [Will need to visit and talk with ____
at (facility) ____]

Personnel Responsible:
____

Notes:

BEST COPY AVAILABLE

CAMP ACCREDITATION STANDARDS

Camp Standards
With
Interpretations

for the
Accreditation of
Organized Camps

American Camping Association
Bradford Woods, Martinsville, IN 46151-7902

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To the memory of **Marion M. Henderson** . . . whose life exemplified love and concern for others . . . who, in her tenure on the National Standards Board, served as Chair and formulated the plans for the revision process that resulted in these Standards . . . who actively worked to make better camping possible for all persons.

To the memory of **Hugh Markell** . . . who worked tirelessly on the National Standards Board from its inception . . . served actively as a Trainer . . . and brought to the Standards Board his knowledge of camping through his experience in the Boy Scouts of America and as the Southern California Section Executive.

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American Camping Association's

Camp Standards With Interpretations

for

Camp Accreditation and Site Approval

INTRODUCTION

THE AMERICAN CAMPING ASSOCIATION (ACA)

The American Camping Association is a private, nonprofit educational organization with members in all 50 states and several foreign countries. Its members represent a diverse constituency of camp owners and directors, executives, educators, clergy, business representatives, consultants, camp and organization staff members, volunteers, students, retirees and others associated with the operation of camps for children and adults. The Association defines camping as:

> A sustained experience which provides a creative, educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resource of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

The Mission of the American Camping Association is to enhance the quality of the experience for youths and adults in organized camping, to promote high professional practices in camp administration, and to interpret the values of organized camping to the public in order to achieve the following goals and objectives:

Goal I. To contribute to the mental and physical well-being of children and adults by:

Objectives:

—Extending the educational and recreational benefits of outdoor living.

—Emphasizing citizenship training within the camp experience in keeping with the principles and traditions of American democracy.

—Furthering the growth, nurture, and welfare of children and adults.

—Fostering the development of awareness and appreciation of the interdependence of all living and non-living resources with a sense of stewardship for them.

—Affording opportunities for spiritual growth.

Goal II. To encourage the maintenance of high professional practices for camp leadership and in camps by:

Objectives:

—Stimulating high professional practices among camping leaders.

—Providing opportunities for fellowship among camp leaders.

—Facilitating the exchange of experiences and successful practices.

—Developing standards, materials, and other resources for the advancement of camping.

Goal III. To promote the interests of the public and to stimulate public interest and participation in organized camping by:

Objectives:

—Furthering standards of health and safety in organized camps.

—Interpreting the values of camping to the public.

—Advocating the importance of organized camping to related groups, organizations and disciplines.

—Emphasizing and extending the unique experiences for personal growth and the enrichment of families in organized camping.

The programs of the Association are administered through 5 Regions and 32 local Sections. Section, Regional and National officers are elected by the membership and serve without pay. The organization is supported primarily by the dues and contributions of its members. Other support comes from convention fees, the sale of publications, and project grants.

The American Camping Association serves as a consultant and advisor to many state and federal agencies related to the field of camping and to colleges and universities in the field of outdoor education and recreation.

THE STANDARDS PROGRAM

Purpose

The purpose of the ACA Camp Standards Program is to assist administrators in the provision of a quality camp experience for participants and to assist the public in selecting camps which meet industry-accepted and government-recognized standards. ACA Camp Standards represent desirable practices basic to quality programs.

When a camp is Accredited or a site is Approved, it means that the owners/operators have voluntarily invited an outside team of visitors trained by the ACA to verify compliance with the Standards in all areas of camp/site operation including site, administrative practices (including transportation, emergency procedures, food service), personnel, program, health care, and certain specialized activities.

Many types of programs use ACA Standards including, but not limited to, day and resident camps, travel and trip camps, school camps and environmental education centers, camps with special program emphases (sports, academic, therapeutic, religious, etc.). ACA Standards are also used by conference centers and others who specialize in offering facilities and services to other program operators.

The accrediting process is a self-policing action by the members and one of the marks of a profession. Nationally trained visitors with camp administrative experience make on-site visitations at least every three years to evaluate a camp's compliance with the Standards.

A National Standards Board monitors the application of the Standards and endeavors to keep them current and viable. However, the Standards program is administered through the local ACA Sections.

Designations

Camp Accreditation. "American Camping Association Accredited Camp" describes the operation of the site and the program of a camp by an owner/director. This may be sought by a camp operating on its own property or on the property belonging to someone else. The visitation requires establishing compliance with standards related to the camp site and with standards related to camp program and operation, and it must occur while the full camp is in operation.

In order to become an "Accredited Camp," 14 prerequisite standards must be met, and scores of at least 75 percent must be attained in each applicable category of standards. Further, the camp must score at least 80 percent when all applicable categories are averaged. The standards applicable to Camp Accreditation are those on the pink pages of this book.

Site Approval. "American Camping Association Approved Site" describes the facilities and services offered to another camp director or program director. This designation is only applicable to camps that rent or lease their facilities to other groups who retain the responsibility for their own program. An Approved Site meets standards specific to site operation and to those services furnished by the site owner/operator. The same minimum score percentages apply in each category and overall. The standards applicable to Site Approval are those on the blue pages of this book.

Symbols Protected

The use of the American Camping Association Camp Accreditation and Site Approval signs, seals, and logos is a privilege reserved for camps that are currently accredited and sites that are currently approved. Such symbolism represents to the public that a camp has met certain standards. All indications of ACA Accreditation and Approval are protected by U.S. patent and copyright laws. Any improper use of symbols should be reported to ACA National Headquarters.

Content

Quality camping is the result of professional leadership conducting programs in a safe and healthful environment with consideration for the meaning of the camp experience to the participant. The standards program addresses each of these components. While laws and regulations in most states address basic health requirements related to food preparation, sewage disposal, water quality, vehicles and toilet facilities, Standards address additional areas affecting program quality and basic camp services.

Accredited Camps and Approved Sites are responsible not only for state and local laws, but also for those requirements defined by the Standards. These additional requirements include personnel qualifications and training, activity leadership and safety, administrative procedures and concerns, program planning and development, and site safety and planning.

Development of Standards

Since the formation of the Camp Directors' Association in 1910, the leadership of organized camping in the United States has directed many of its efforts toward operating healthful and safe camps for its constituency. Following mergers with regional and specialized camping organizations, the name American Camping Association was adopted in 1935. In this same year, a listing of "Suggested Tentative Standards" was adopted. These standards were in addition to those being developed independently by individual agencies such as the Young Men's Christian Association, the Girl Scouts, and the Boy Scouts.

The Executive Committee of the ACA in 1940 decided that the existing formulations of Standards should be assembled, examined, and worked into a composite form that might represent, to the greatest extent possible, a consensus of the camping movement. Foundation grants from Kellogg and Chrysler enabled this project to go forward, and in 1948 the first set of Camp Standards was officially adopted at ACA's National Convention in Los Angeles.

At subsequent conventions, additional standards and/or concepts related to standards were adopted:

- 1950—Personnel and Program Standards adopted.
- 1954—Methods for establishing compliance with the Standards were instituted.
- 1956—Day Camp Standards adopted.
- 1961—Travel Camp Standards and Family Camp Standards adopted.
- 1965—A Standards Program that consolidated all the previous sets of standards was put into place.
- 1965—The concept of prerequisite standards (necessary to accreditation in spite of other scores) was adopted.
- 1968—A Standards Rewrite Committee was formed to thoroughly study the standards utilizing research conducted over the previous few years with the assistance of Pennsylvania State University and the Fund for Advancement of Camping.
- 1972—The recommendations of the Standards Rewrite Committee were presented to the Council of Delegates at the New York Convention and approved.
- 1974—With the cooperation of the National Easter Seal Society, standards for the physically disabled were adopted.
- 1980—With input from state associations for mentally retarded persons, standards for the mentally retarded were adopted.
- 1982—With input from the American Diabetes Association, standards for camps serving persons with diabetes were adopted.

In addition, individual standards were revised or added to the standards document during conventions in 1976, 1978, 1979, and 1980.

In 1980, the members of the ACA, utilizing the Regional structure and the Council of Delegates indicated that they felt a thorough evaluation of the standards was necessary, and that it should be accomplished in one major project, rather than in sections as had been occurring over the past few years. The National Standards Board undertook this revision. Over the next three and one half years, input was sought through field tests and Section review.

The Standards adopted in 1984 by the Council of Delegates contained several key changes:

- —Complete revision of the standards for Health Care, Horseback Riding, Aquatics, Tripping.
- —Editorial revision of all other standards and a restructuring of standards into multiple scoreable items within one standard.
- —Reevaluation of all prerequisite standards.
- —Incorporation of separate sections of standards for special groups (physically disabled, mentally retarded, diabetic, etc.) into the CORE.

ADMINISTRATION OF THE STANDARDS PROGRAM

The National Standards Board was established in 1976 to supersede previous "committees" and "task groups" in more formal recognition of the important role of Standards in ACA. The National Standards Board is charged with the responsibility for overall development and administration of the Association's Standards Program. Its members are selected according to defined criteria and operate within specific guidelines and procedures to assure the continued vitality of ACA Camp Standards.

Procedures in the Standards Program

Camp Accreditation and Site Approval are the result of an orderly process involving both the Section and National Office. For brevity, only Accreditation will be mentioned in the following description. The same procedures apply to Site Approval.

Applying for Accreditation

Camp Step 1: A camp representative writes to the National Office indicating an interest in Camp Accreditation or Site Approval.

ACA Step 1: A membership application or an application for Camp Accreditation or Site Approval is returned to the camp. The application includes a statement of compliance with the definition of camping; with known federal, state and local laws; and with the applicable prerequisite standards.

Camp Step 2: The camp representative, board, director, et al, reviews the materials received from ACA and returns the application(s) to the National Office with a signature on the statement of compliance and with appropriate membership dues and service fees.

ACA Step 2: The National Office informs the local Section's Standards Chairperson of the camp's desire for accreditation. The local Section is now responsible to assist the camp through the entire process.

ACA Step 3: The Section Standards Chairperson contacts the camp and invites the camp director or other staff member who will be on site during the visit to attend the Basic Standards Course.

Camp Step 3: The camp representative attends the Basic Standards Course, and assists the camp administration to prepare for the visit by developing appropriate written materials, establishing appropriate policies, and evaluating where the camp is or is not in compliance with the Standards. The camp seeks assistance from the Section Standards Committee and/or the visitors assigned to do the on-site visit.

ACA Step 4: The Section sends further visitation information to the camp representative including (but not limited to):

a. Listing of written materials needed on hand for the visit.
b. Names, addresses, phone numbers of assigned visitors.
c. Reminder of the prerequisite standards.
d. Other information concerning the conduct of the visit.

The assigned Lead Visitor makes final arrangements for the date and time of the visit.

Camp Step 4: The camp representative confirms the visitation date with the Lead Visitor and further prepares for the visit by collecting required written documents, informing other appropriate persons of the visitation arrangements and requesting their presence, if so desired, and completing other details.

ACA/Camp Step 5: The standards visit occurs. A typical visit takes a full day with the visitors observing each aspect of camp operation prior to scoring each standard with the camp director or designated representative. Upon leaving the camp, the visitor will leave a completed score and comment form with the director, mailing another to the National Office and a third to the Section Standards Chairperson.

Camp Step 6: The camp notifies the Section Standards Chairperson of any problems regarding the conduct of the visit. If the problem cannot be resolved informally, the camp representative may request a review by the Section.

ACA Step 6: The National Office completes the scoring of each camp, sending the results to the Section Standards Committee.

ACA Step 7: Any camp whose scores are not in compliance with a minimum required for accreditation will be notified immediately in order to check for any possible errors.

Camp Step 7: In the case of errors or misunderstandings, the camp provides additional information to the Section Standards Committee for review.

ACA Step 8: The Standards Committee presents its recommendations to the Section Board which must act on the classification of all camps before October 31 of each year.

ACA Step 9: The Section notifies each camp visited of the final action of the Section Board by November 10.

Camp Step 8: The camp notifies the National Standards Board in writing if it is unsatisfied with the review and/or final action of the Section Board concerning its status.

Procedures for Reaccreditation

Camp Step 1: A camp owner/director member must reapply annually for Camp Accreditation (and/or Site Approval). This is done at the time of membership renewal by reading and signing the Statement of Compliance verifying continued compliance with ACA Standards. It is primarily on the basis of this statement that accreditation and/or approval is continued. However, it should be understood that neither Camp Accreditation or Reaccreditation is automatic. The decision must be made annually by the Section Board.

ACA Step 1: Camp Accreditation and/or Site Approval for each camp in the Section is reconsidered annually by the Section Board. A camp **may** be revisited at any time as determined by the Section Board of Directors (for example, as a result of major operational changes, lapsed Owner/Director membership, or legal concerns). However, a camp **must** be revisited when a new owner or change of site occurs, if it has been three years since last visit, or the camp has been visited in a previous year and found not to comply.

Based upon current information concerning membership of the camp Owner/Director and accreditation status of the camp supplied by the National Office to Sections, the Section usually develops a preliminary list of camps to be revisited in late fall for the following summer and so notifies the camps. Then, a final list is prepared in early spring, camps are notified, orientations conducted, and visitation arrangements made (as previously described for new camps).

Procedures for Revisitation

A camp may be revisited at any time as determined by the Section Board of Directors.

A camp visit must be scheduled when:

1. Three years have passed since the last visit.
2. There is a new owner or a change of site.
3. The camp was not accredited following the previous year's visit.
4. The camp is a new applicant for accreditation.

The Visitor

Visitors are volunteers. They are generally persons with background in camp administration who have completed at least twenty-one hours of training prior to conducting any visits. They have also completed an "apprenticeship" with an experienced visitor.

Many visitors are camp directors themselves. They understand the importance of accreditation and the scope of laws, regulations, and procedures required of camps.

It is the responsibility of the visitor to:

—make final arrangements with the director concerning the date, time, and expectations of the visit;

—visually, personally observe all aspects of camp operation in action;

—make compliance decisions, scoring each standard "yes," "no," or "does not apply" as applicable;

—reflect on the "Comment Form" all appropriate information and leave a copy of the completed score forms and comment form with the director upon the completion of the visit.

The Visit

Visits for Camp Accreditation occur while the camp program is fully operational. The visit in a typical camp lasts a full day. Visitors will often arrive at the camp during or shortly after breakfast and spend the morning touring, observing, and learning about the camp.

Visitors should observe all of the following:

—all living areas including sleeping accommodations for campers, staff and families

—all food preparation areas and dining areas

—all aquatic activity areas

—all health care areas

—all garbage, sewage and rubbish disposal areas

—all controlled physical risk activity areas

—all maintenance and fuel storage areas

During this observation, visitors should have an opportunity to interview staff and campers and see program activities in action. Once this thorough observational portion of the visit is complete, the visitors will sit with the camp director to determine compliance with each standard that applies to the camp. (Each applicable standard will be scored Yes, No, Does Not Apply.) Written documentation required by the standards will also be observed by the visitors at this time. Scoring of the standards is based on compliance with all requirements of each standard on the day of the visit as observed by the visitor.

Copies of the score form will be provided to the camp director, the local Section Standards Chairperson, and the National Office.

Responsibility to Accredit

The American Camping Association Camp Standards Program is a national program based upon the integrity of the local Section as the implementing agency within the association structure. As such, the Sections conduct visitations and approve accreditation for a camp which has met the prerequisite standards and minimum score percentages or reject the accreditation for a camp which has not done so.

On the other hand, the ACA Camp Standards Program is nationally established. Changes in the Standards are the prerogative of the Council of Delegates through the National Board of Directors. The administration of the Standards Program has been delegated to the National Standards Board. Furthermore, Sections are an arm of the national body according to the ACA bylaws, and, in order to maintain the integrity of the ACA Standards Program, the Sections do not have the authority to waive either the established prerequisite standards or the specified minimum score percentages for compliance.

If a Section Board deems that it is highly desirable to waive a minimum score percentage(s), such request may be made to the National Standards Board according to the procedure set forth by that board.

As distinguished from the foregoing, the Section Board may adjust inaccurate responses to the standards which resulted from clerical or procedural errors or misinterpretations. Such adjustments may be initiated either by authorized Section personnel or by the camp through the established procedure for review.

The Decision

Camps visited in the summer will be notified between September 1 and November 10 of the results of the visit. Camps visited at other times of the year will be notified between 6 and 8 weeks following the receipt of the score form at the National Office.

Review and Appeal

If, following the visit or notification of the accreditation decision, the director has a disagreement with that decision or with the visitation process, a camp has the right to review by the Section. Ultimately, this review can be appealed to the National Standards Board. The review process will include the opportunity for a hearing before the Section Standards Committee and full consideration of all issues affecting the accreditation status of the camp. These due process rights are fully described in the handout, "The Camp Director's Guide to Review and Appeal." Persons interested in this information should contact the National Office.

CAMP STANDARDS WITH INTERPRETATIONS

The ACA Camp Standards Program is designed to be applicable to all types of camps, whether day or resident; church, private/independent or agency sponsored; large or small in number of campers; conducted on a decentralized unit system or a centralized system; male, female or coed; or focusing upon a program specialty.

Except where health and safety are involved, most Standards provide flexibility and the right of a camp to determine just how it will do something. For example, regarding training methods used, a camp may use any number of methods—but it must have some! In handling finances, the importance of the Standard on budget is not the format or amount of the budget, but the fact that the camp does have and utilize a budget.

To enhance the value of the Standards program as a self-evaluating process, it is strongly recommended that the camp administration involve the staff in the preparation of materials for the Standards visit and in the visit itself. It is suggested that the person in charge of each program area conduct the evaluation of his or her own program as preparation for the Standards visit.

To facilitate more objectivity in scoring, a tangible, visual record is kept; therefore, many of the questions require written statements or printed material. This written documentation will help the camp in its self-evaluation to thoroughly assess each concept addressed by the Standard. In most instances, the documents will already be available and may need only to be attached e.g., camp manual, regulations, and outlines of training courses. A listing of the written materials specified in the Standards is in Appendix B. Where the documents are not now available, the long-time experienced director should have little problem jotting down such written materials; however, the less experienced director should take time to think through what is best for his camp before crystallizing it in written form. The written requirement is not meant to be an extensive narration of polished verbiage, but may be in outline or statement form where applicable. It is recognized that a written plan may be very good and the implementation non-existent; nevertheless, it is difficult to carry out a desirable practice if there is no specific plan—and if time and effort go into a plan, hopefully it will be used.

Organization of Standards with Interpretations

The standard in bold type should be distinguished from the Interpretation and from the Rationale and Educational Supplement included underneath the Standard. For the purposes of scoring, the camp is responsible to meet only the Standard.

The *Interpretation* will provide camp administrators and visitors assistance in applying the terminology consistently and in understanding the intent of the standard as written. The *Rationale and Educational Supplement* will provide information about why the standard has been included or where additional resources may be found.

An *Appendix* has been included at the back of this book and contains examples or outlines of materials to be included in various documents. Information under each standard will direct the reader to the Appendix if such information can be found there.

The *Glossary* contains definitions of terms used throughout the document. The standards are intended to be applied within the framework of the definitions as stated in the Interpretations and in the Glossary. These definitions should be studied carefully.

The *Standards for Camp Accreditation* have been divided into two major parts:

Part I	CORE Standards applicable to all camps except as noted
Part II	Standards for Selected Programs—applicable only to those programs conducted by the camp seeking Accreditation

Each Section has an Introduction which describes the applicability of those standards. Part I has five Sections:

I-A	Site Standards
I-B	Administration Standards
I-C	Personnel Standards
I-D	Program Standards
I-E	Health Care Standards

Part II has four Sections:

II-F	Aquatic Standards
II-G	Tripping Standards
II-H	Horseback Riding Standards
II-I	Travel Standards

Each section has an Introduction which describes the applicability of those standards.

The *Standards for Site Approval* contain five sections, each with an Introduction explaining applicability of the standards.

SA	Basic Standards
SB	Administration Standards
SC	Personnel Standards
SE	Health Care Standards
SF	Aquatic Standards

Prerequisites

Prerequisite standards have been designated in areas critical to health, safety, and camp operation. Compliance with these standards is mandatory for accreditation approval to be granted regardless of scores in other areas.

Prerequisite Standards for Accreditation/Approval are included in the appropriate substantive areas in order to give the complete score of Standards for that specific area. Such Standards are marked with an asterisk (*), and are labeled "PREREQUISITE." A full list of the Prerequisites for Camp Accreditation can be found on page 68. The Prerequisites for Site Approval can be found on pages 69-70.

Format of the Standards

It will be noted that some standards have *numbered* subparts (such as Standards A-4, A-5, A-6, etc). *Numbered* subparts are to be scored as an aggregate. Usually this will require all the criteria in the Standard to be met in order to have compliance with the Standard (see Standard A-5). In some instances, a minimum number of the total must be met (see Standard B-5).

Other standards have *lettered* subparts (such as Standards A-9, A-17, etc.). Each *lettered* subpart will be scored independently. There are, in effect, four "standards" or four "scores" to Standard A-9. It is, therefore, possible for a lettered subpart to be prerequisite such as A-9, C. Only Part C is prerequisite in this instance.

GLOSSARY

The following definitions apply throughout the Standards. The information in parentheses indicates the standard number where this term first appears.

Accessible Areas: Includes those areas which are available on a regular basis and are located either on the campsite or in close proximity to the campsite (A-1).

Aquatic Activity: Any activity (recreational or instructional) occurring in, on, or near potentially hazardous water.

Aquatic Area: The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, or a lake, or any other body of water. On a lake, there may be several aquatic areas, one for swimming, another for boating, and another for waterskiing.

Administrative Personnel: Refers to persons with supervisory responsibility and may include positions such as camp director, assistant director, business manager, food service director, and maintenance supervisor (C-3).

All or Everyone in Camp: Refers to all persons participating in the operation whether in program or support services including campers, staff, maintenance, office, food service staff, etc.

Assigned Camp Responsibilities: Includes mealtime, rest hour, sleeping time, as well as staff meetings, conferences, etc. Non-assigned time is free time during which a staff member is not expected to be at a specific place or performing camp-related responsibilities (C-16).

Associate Visitor: A member of the American Camping Association who has completed a twenty-one hour training course in order to assume responsibilities as a visitor, conducting camp accreditation visits. This individual normally shares the responsibility of a visit with a Lead Visitor.

Audit: A regular examination and verification of accounts. It may be conducted internally or externally (B-9).

Authoritative Source: Persons, organizations, etc. who have training and/or expereince leading to expertise in a particular area. Examples include the American Red Cross in aquatics and first aid as well as individuals who have published or provided exemplary leadership in a particular area (D-15).

Behavior Management: Includes techniques to encourage positive behavior, as well as reaction to and management of disruptive or negative behaviors (C-21).

Buildings: Permanent, enclosed structures that remain intact regardless of season. Structures which are temporary or not enclosed such as tents, hogans, adirondacks, etc., are not considered buildings for the purpose of these standards (A-9).

Camp or Camping: A sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

Camp Director: The individual on the campsite who holds the primary overall responsibility of the administration of program operations and support services (business, food service, health services, maintenance). These responsibilities may be delegated to other staff and the supportive functions shared by or coordinated by the site manager when applicable. Responsibilities may also include site management when the site is not leased or when the lease policy includes such management (C-1).

Counselor-Support Personnel: Serve as auxiliary staff to aid campers in daily living tasks. They generally do not have direct camper supervision responsibility, and are often called "aides" or "volunteers." They may be paid or unpaid. (C-5).

Counselors-In-Training: Individuals participating in specific camper leadership development programs. They are not exclusively responsible for any campers although they may assist a regular counselor or staff member. They are not employed as staff members (C-4).

Daily: Means within a 24-hour period.

Daily Living Tasks: Include such responsibilities as housekeeping chores, grounds keeping, raising and lowering of flags, dining room responsibilities, wash house and bathroom cleaning duties (D-7).

Day Camp Administrator: A fulltime employee of an agency or organization who has the responsibility of overseeing the day camping program. The administrator usually participates in on-site supervision and evaluation, and responsibilities typically include hiring staff, providing direction and resources for programming, and being on call if assistance is needed by an on-site director(C-2).

Day Camp: A sustained experience which provides a creative, recreational and educational opportunity in group living in the out-of-doors in which the campers attend for an established period and return each day to their homes. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, and spiritual growth.

Dietitian: A person who has received a baccalaureate degree with major studies in food and nutrition, and has completed a dietetic internship in an institution approved by the American Dietetic Association, or has the equivalent of such training in supervised experience (B-35).

Dining Facilities: Refers only to permanent, enclosed structures used for dining (B-33).

Drugs: Includes all prescription medications, as well as all over-the-counter drugs which are potentially hazardous if misused (e.g. aspirin, cold tablets, etc.) (E-12).

Emergency Accessories: Includes such items as fire extinguishers, flares, reflectors, etc., used for protection in vehicles (B-24).

Emergency Exit: Does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Windows with screening could be considered emergency exits if occupants are formed of procedures for exit and could easily and safely escape through them, including opening and removing screening (A-9).

Excursions: A group trip away from the base camp (day or resident) of not longer than three nights and four days duration using motorized transportation with the destination being a particular point of interest (Travel Standards).

Food Service Preparation Areas: Includes the kitchen and all areas where food is prepared or stored (B-37).

Food Service Staff: Includes all persons employed to prepare or serve food. Campers or staff used as "hoppers" to carry food to tables are not included in this designation, but should be aware of sanitary concerns (B-36).

Food Service Utensils: Includes dishes, silverware, and all other utensils used in the preparation or serving of food. (B-38).

Handwashing Facility: A readily available supply of soap and fresh water, suitable for washing. In multiple handwashing units utilizing a spray-type water dispenser, 20 inches of wash basin rim space is equivalent to one wash basin (A-18).

Health Care: May include first aid, dispensing of medications, and administration of prescribed medical treatment and health procedures as described in the standing orders of the Health Care Plan. See also Routine Health Care (E-1).

Health Personnel: Persons employed to perform health-related functions and duties and may include the health supervisor, doctors, nurses, and other persons charged primarily with health and/or first aid responsibilities whether they are professionals or not (C-15).

Horseback Riding Director: Refers to the individual who immediately supervises all horseback activities and is responsible for administering the total program (H-1).

Infirmary: A designated area for health care and supervision which provides shelter from the elements and has toilets and water supply for drinking and cleaning available in or conveniently near the facility (E-13).

In-Service Training: Refers to training that occurs during the camp season while camp is in operation. It includes methods for providing continuing education and support for staff (C-22).

Licensed Personnel: Refers to persons who have current certification or licenses to practice in the state in which the camp is located.

Lifeguard or Lifesaver: A person with current, valid certification in American Red Cross Advanced Lifesaving or Lifeguard Training or the equivalent. Equivalents may be listed in standard F-6 or in the APPENDIX.

Lookout: Any staff member assigned by and under the direct supervision of certified aquatic personnel. They are sometimes called "watchers" or "observers." Each lookout should be oriented to procedures for the aquatic activity and site and be oriented in elementary emergency assistance. They may hold certification such as American Red Cross Basic Water Safety, YMCA Aquatic Safety, or BSA Lifesaving Merit Badge (F-4).

Medical Care: Refers to care provided by licensed medical professionals such as doctors, nurses, therapists, etc. (E-1).

Motorized Vehicles: Includes automobiles, jeeps, airplanes, motor boats, snowmobiles, and any other vehicle operated under power (B-23).

Non-certified Instructional Assistants: Teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor (E-5).

Non-expendable Equipment: Refers to that equipment which does not appreciably deteriorate after repeated use and which can be stored safely until the next season (B-10).

Nutritionist: A home economist with a food nutrition major (B-35).

Off Season: Outside the time of an ongoing camping session. In the case of a resident camp providing year-round programming, there is not an "off season" for the campsite. However, the camping programs will vary throughout the year, depending on emphasis, age groups, etc. (D-3).

On Duty: Available in camp to render assistance if necessary (E-4).

On-Site Camp Director: The individual at the campsite who oversees the ongoing operation of the camp (C-1).

Orientation: The period of time from the initial contact with the potential staff member until the beginning of pre-camp training. It is an initial step in the training and growth process for individual staff members (C-19).

Outpost Camping: An extension of a base camp where campers remain on the same site for a period of time.

Overnight Camping: An experience of staying out all night, cooking and sleeping in the out-of-doors.

Participants: All persons involved in the camping operation including staff and campers.

Permanent Sleeping Quarters: Refers to structures, platform tents, covered wagons, etc., that are constructed in a fixed location and are used as primary residences for staff and campers. Temporary shelters such as tents used for overnight camping, backpacking, tripping, etc. would not fall under this classification (A-8).

Primarily Serves: A camp primarily serves a particular group of campers (e.g. campers with special medical needs) if more than 50 percent of the campers in attendance meet the criteria specified (C-1).

Primitive Camp: A camp whose program is based on a philosophy centered on non-facility, utility-oriented principles. Generally, such camps have [illegible] permanent structures or facilities (A-20).

Professional Medical Treatment: Includes all medical attention by or consultation with a licensed physician (E-10).

Program Personnel: Refers to persons directly involved in camp programming and may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors (C-3).

Rescue Equipment: Equipment at an aquatic area which is designed for rescue and/or first aid assistance such as ring bouys, reaching devices, first aid equipment, etc. (F-11, F-12).

Routine Health Care: Health care which may be provided by persons who are not medical professionals and may include personal hygiene, supervision of orders for prescribed medicines, etc. The nature of this care may be primarily the promotion of wellness.

Short-Term Staff: Paid or unpaid staff who are contracted for two weeks or less excluding the training period (C-20).

Site Without Facilities: A site that does not have buildings used for permanent sleeping quarters as well as sites that do not have substantial capital investment in structures which would constitute a significant loss in the event of fire (A-4).

Small Craft: Any watercraft under 26 feet in length.
(Note that some standards in the Aquatics section apply only to small craft which are known to capsize easily such as canoes, kayaks, etc.)

Special Medical Needs: Includes all handicapping conditions which require special medical or health attention or care while the participants are in camp including chronic conditions such as diabetes and epilepsy; illn[illegible] such as cancer; physically disabling conditions such as spina bifida, etc.

Special Needs: Campers with special needs include those with exceptional physical, medical, or behavioral characteristics that require special consideration in the camp setting. Examples include, but are not limited to, mental retardation, physical disability, emotional disturbance, diabetes, epilepsy, learning disabilities, etc.

Staff: Includes all personnel, both paid and unpaid.

Standing Orders: Written directions from a licensed physician which, in addition to outlining health screening procedures, describe the medical care to be administered in camp. See the APPENDIX for a sample outline for standing orders (E-6).

Support Personnel: Persons who provide services in camp outside activity programming and may include positions such as office work, maintenance, food service, drivers, and counselor-support personnel (C-15).

Tested and Approved Water Supplies: Applies only to water that is regularly tested and approved by local, state or regional health officials or other certified testing laboratories (G-12).

Toilets: Refers to permanent facilities including those with plumbing, permanent latrines, and portable toilets used as latrines. It does not include hand-held bed pans and urinals (A-15).

Traffic Patterns: Includes such things as admittance of traffic, direction of traffic, speed limits, restricting traffic or allowing only designated vehicles in specified areas, designating parking areas, controlling pedestrian traffic when necessary, etc. (B-26).

Travel Camp: A camp whose singular speciality is travel camping, but may do other activities.

Travel Camping: A program where a group which is mobile uses motorized transportation to move the campers as a group from one site to another over a series of four or more consecutive days for experiences in different environments. Motorized transportation is normally a van, bus, station wagon, or automobile, but it may also be an airplane, boat, train, or a combination of vehicles. The environments may include both natural and man-made environments.

Trip Camp: A camp whose area of program specialization is tripping, but may do other activities.

Trip Camping: A program in which a group of individuals who are mobile, moving under their own power or by transportation which permits individual guidance of the vehicle or animal (e.g. bicycle, canoe, horse, sail boat, snowmobile), travel from one site to another exceeding two nights, as differentiated from overnight camping.

Tripping: For purposes of these standards, synonomous with trip camping.

User Group: Any group renting, leasing, or borrowing an ACA Approved Site for any period of time (hours, days, weeks, seasons, etc.)

Vehicles Designed for Transportation of Campers: Enclosed vehicles with passenger seats and seatbelts (B-27).

Vehicles Used in Camp Operation: Includes any vehicle utilized to transport campers, including the designated emergency vehicle(s) whether owned by the camp or by a staff member, as well as vehicles used in maintenance and other day-to-day operations (B-23).

Watercraft: All categories of craft used for water transport (F-14).

SITE STANDARDS

PART I—THE CORE STANDARDS

The CORE STANDARDS are designed to be applied to all camps seeking Camp Accreditation with the exception that Part I-A—Site Standards is not applied to camps that are exclusively Trip Camps or Travel Camps.

Part I has been divided into five sections:

Part I-A Site Standards (A-1 through A-24)
Part I-B Administration Standards (B-1 through B-40)
Part I-C Personnel Standards (C-1 through C-23)
Part I-D Program Standards (D-1 through D-18)
Part I-E Health Care Standards (E-1 through E-17)

There are two designations which may appear at the beginning of individual standards. The first of these is used to designate prerequisite standards and appears as " ✱." Such an indication may be at the beginning of a standard, (e.g. A-6) or at the beginning of a subpart (e.g. A-9c). It denotes that the standard or subpart is prerequisite to accreditation regardless of scores on other standards.

The second designation is a "DNA (Does Not Apply)" statement which may also appear at the beginning of a standard, at the beginning of a subpart, or prior to a group of standards (such as food service).

Part II will contain standards which are specific to particular programs, and each section will be scored only if the camp offers that particular program.

PART I-A

SITE STANDARDS (A-1 through A-24)

ENTIRE SECTION DNA ____

The physical setting of the camp operation is an integral part of the total camp experience. If this experience is to be a safe, healthy, and growth-producing one, each of its components must be developed, maintained and utilized to its potential. In this regard, these standards directed toward the site go beyond minimum health and safety requirements of the state and federal governments in some instances.

Whether the camp owns, rents, or leases its site, the camp administration should be certain that provision has been made for these items basic to health and safety.

When a camp seeking accreditation is renting/leasing from an already Approved Site, these standards still must be scored. Much of the documentation may, however, be provided by the site owner.

The standards in this section DO NOT APPLY to camps which are exclusively TRIP camps and/or TRAVEL camps. Site standards applying to these two specialized types of camps are found in Part II—Standards for Special Programs, Section G (Tripping) and Section I (Travel Camping).

A-1:

Does the site or accessible areas provide natural resources which are utilized in the camp program to provide for and enrich the campers' outdoor living experience?
Yes No

Interpretation:
"Accessible areas" include those areas which are available on a regular basis and are located either on the campsite or in close proximity to the campsite. This standard does not specify daily use. However, a measure of enrichment and to some extent "accessibility" may be based, in part, upon frequency of use. If camp program does not utilize such areas daily or several times a camping session, then it may not provide "enrichment," or be "accessible" to participants.

Rationale and Educational Supplement
An important criterion included in the American Camping Association's definition of camping is that it takes place in the "out-of-doors." This standard is one of several standards which relate to this criterion and measure of quality of experience.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard______________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

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A-2:

Is there a written plan in practice to help campers and staff understand and control their impact on the environment? Yes No

Interpretation:

Written plans should provide guidance for conduct of day-to-day activities and address such concerns as litter control, protection of plant and animal life, as well as long-term projects and ongoing stewardship.

Rationale and Educational Supplement

Stewardship of the natural environment has historically been a important trust, goal, and responsibility of the camping movement. Today that trust is more crucial than it has ever been before.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: __________
____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

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A-3: ______________________________

Are arrangements made annually with fire and law enforcement officials for the protection of the camp?

Yes No

Interpretation:

It is important to plan so that services will be available without delay in the event of an emergency.

Notification may include both letters and personal contact. If the camp is automatically protected by municipal fire and police service when the site is in use, as well as when the site is not in use, formal notification is NOT required and the camp is considered to be in compliance with the standard. A city park may be an example of this type of site.

Rationale and Educational Supplement

Many camps are located in rural areas serviced by volunteer fire districts, sheriff's departments, and state police where periodic changes in territory, modifications in fire district assignments, and frequent changes in personnel are common. Under such circumstances up-to-date information for both the camp and the emergency service providers is very important. Notification through letters and personal contact affirming protective services may avoid confusion and expedite reaction time in the event of emergency.

Although the requirement of the standard specifies only annual notification, it is highly recommended that, in the case of seasonal camps, such notification be made immediately prior to the occupancy of the camp in order to provide the most timely information.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: ____________
____ Observable [Will need to visit and talk with ______________
at (facility) ______________]

Personnel Responsible:

____

Notes:

BEST COPY AVAILABLE

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

A-4:

DNA if the camp is operated on a site without facilities.

Is there annual examination by qualified persons of the following fire equipment and areas:

1. **Smoke detectors and other detection devices,**
2. **Fireplaces and chimneys,**
3. **Flammable materials and fuel storage and use areas,**
4. **Open fire areas, and**
5. **Cooking areas?** Yes No

Interpretation:

"Qualified persons" typically include fire fighting professionals, insurance underwriters, fire fighting equipment distributors, and other forest and fire officials who have recognized expertise in fire safety inspections. Camp staff with appropriate training and/or experience also may be qualified. It is important that qualified persons inspect and make judgments regarding fire risk and safe practice. Typically more than one individual is involved in this process.

"A site without facilities" as exempted in the DNA includes sites that do not have buildings used for permanent sleeping quarters as well as sites that do not have substantial capital investment in structures which would constitute a significant loss in the event of fire.

Rationale and Educational Supplement

The primary concern of this standard is, of course, the protection of human life. However, it is also important from the perspective of sound administrative and business practice to manage potential risk to investments in site and facilities through prevention of loss and damage whenever possible.

Although it has not been required that there be a written record of examination, the camp administrator should be able to report who conducted the examinations, the exact or approximate date(s), and the qualifications of the person or persons involved.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard_______________
_____ In Files: _______________
_____ Observable [Will need to visit and talk with _______________
at (facility) _______________]

Personnel Responsible:

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Notes:

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Date/Year __________
Date/Year __________

A-5:

DNA if camp is operated on a site without facilities.

Are there fire extinguishers and other fire protection devices that are:

1. **Approved annually by trained persons,**
2. **Installed to meet local fire codes or other recommendations, and**
3. **Operational and ready for use?** **Yes No**

Interpretation:

"Trained persons" include persons who have been given instruction in evaluation and inspection of fire protection devices, fire fighting professionals and officials, insurance underwriters, and fire fighting equipment distributors.

"Installed to meet local fire codes and recommendations" means that the type, location and number of fire protection devices throughout camp have been approved by trained persons.

There are specific types of fire extinguishers which should be used on certain types of fires. The National Fire Protection Association Inspection Manual (see references) outlines the types of extinguishers appropriate for use on specific kinds of fires. For example, kitchens should have available an extinguisher which can be used on grease fires. Areas where flammable materials are used or stored (possibly crafts and maintenance) should have extinguishers available which are appropriate for use on fires involving such materials.

Fire extinguishers must have up-to-date inspection approval tags unless they are the single-use type. Some detection and protection devices such as smoke detectors are designed to be easily and effectively tested by individuals following the directions supplied with the equipment.

See the interpretation of standard A-4 for explanation of "site without facilities."

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________
Date/Year ________

***A-6: (PREREQUISITE)**

Is the water for all drinking and food preparation purposes supplied by a public water authority or has it been approved in writing by the government or by an independent laboratory:

1. **At least annually for a continuously used water supply, or**
2. **No more than 30 days prior to the use of a seasonal water supply by a camper or staff group? Yes No**

Interpretation:

"Continuously used" means the water supply is used throughout the calendar year. "Seasonal water supply" means that the water supply is in use for only a portion of the year.

Verification may be a letter, memo, certificate, or copy of water report from an authorized agency. As stated in the standard, if the camp is supplied by a public water authority there is compliance.

In a situation where the state or local government requires testing after occupancy or in some other time period not in conformity with the 30 day requirement of this standard, the camp must have a test completed by another qualified laboratory within the timeframe specified above to be in compliance with the standard.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
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and talk with _______________
at (facility) _______________]

Personnel Responsible:

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Date/Year __________
Date/Year __________

A-7:

DNA if utility or sanitation lines are not on site.

Are either blueprints or charts indicating the location of all electrical lines and cutoff points, gas lines and valves, sanitation lines and cleanouts, and water cutoff points:

1. **Available on site, or**
2. **In the case of a public-owned site, does the camp director have a written telephone number of the individual or agency to contact in case of problems?**

Yes No

Interpretation:

Camp staff should have information immediately available to enable them to locate cutoff points in the event of an emergency, as well as for routine maintenance. Further, it is important to know the location of such lines prior to digging or other activities that may interrupt or cause damage.

Where maintenance is operated from a central location, charts and blueprints should be available for immediate use. Otherwise such charts should be on the site itself. It is not adequate for charts to be away from the site in an administration office where they are not immediately available.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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Date/Year ________

A-8:

DNA if a day camp.

Do permanent sleeping quarters provide the following:

1. Cross ventilation;

2. Adequate space—

  a) 40 square feet per person, or

  b) 50 square feet per person using a walker, or

  c) 60 square feet per person using a wheelchair;

3. At least six feet between heads of sleepers; and

4. At least 30 inches between sides of beds? Yes No

Interpretation:

"Permanent sleeping quarters" refer to structures, platform tents, covered wagons, etc. that are constructed in a fixed location and are used as *primary residences* for staff and campers. Temporary shelters such as tents used for overnight camping, backpacking, tripping, etc. would not fall under this classification.

Rationale and Educational Supplement

Persons with restricted mobility need additional space for ease of movement as well as to facilitate safe exit in an emergency. The arrangement should consider the functional space taken by wheelchairs and other devices themselves. There should be an established procedure for assigning campers to sleeping quarters that meet their needs.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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____ See Standard ____________

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Personnel Responsible:

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Notes:

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Date/Year ________

Date/Year ________

A-9: (PART C PREREQUISITE)

DNA unless campers or staff stay overnight in buildings.

Are all buildings used by campers or staff for sleeping constructed or equipped with the following safety features:

A. At least one emergency exit in addition to the main door or entrance? Yes No

B. Fire detection and alarm equipment? Yes No

DNA C unless sleeping quarters are above ground level.

***C. A direct means of emergency exit to the outside from all sleeping floors that do not have a ground level entrance?** Yes No

DNA D unless persons with restricted mobility are served.

D. Persons with restricted mobility are located on sleeping floors with at least one ground level entrance and an accessible emergency exit? Yes No

Interpretation:

The concern of this standard is protection of human life. The entire standard applies ONLY to sleeping quarters located in buildings. "Buildings," as applied in this standard, are permanent, enclosed structures that remain intact regardless of season. Therefore, structures which are temporary or not enclosed such as tents, hogans, adirondacks, etc. are not considered buildings for the purpose of applying this standard.

It is not suggested or implied that fire detection and alarm devices are inappropriate in all structures not included in this definition of buildings. However, due to the wide diversity of such shelters, they are not required universally.

Emergency exits should be located opposite from entrances in locations that could be used if the main entrance is blocked. "Emergency exit" does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Approval of state or local fire officials or insurance underwriters provides guidance to acceptable escape plans. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them (including opening and removing screening).

"Ground level entrances" should be accessible without the use of lifts, elevators, etc. and thereby facilitate easy access and quick evacuation for ALL persons. It is recognized that there are many buildings which are split level that have ground level access on one side but not on others. One ground level access meets the minimum requirement of part D of the standard. However, emergency exits at the overhanging portions of permanent sleeping quarters must faciliate quick, safe evacuation of ALL persons in case the ground level exit is blocked.

This standard does apply to year-round residences on the camp property if campers or staff are residing there.

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Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
*C.	____	____	____
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

Annual Reviews
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Date/Year ________

A-10:

DNA unless persons with restricted mobility are served.

Are sleeping, dining, toileting, and program facilities available to persons with restricted mobility? Yes No

Interpretation:

The intent is to encourage responsible planning for safe and meaningful participation and not to discourage camps from accepting small numbers of persons with special needs by requiring major adaptations or renovations of facilities.

"Available" means that persons have both access and opportunity. Ideally all persons should be allowed and encouraged to participate in as independent a fashion as possible. It may not be possible to make all activities accessible. However, participation in the normal activities of camp living and activity groups should be fostered and barriers removed whenever possible. Accessibility includes not only the ability to enter a facility but also adequate space to participate in activities once inside the building.

See the Architectural Barriers Checklist in the APPENDIX.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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at (facility) ________________]

Personnel Responsible:

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Date/Year ________
Date/Year ________

✱A-11: (PREREQUISITE)

Is all sewage disposed of in a public sewage system or in a manner approved by health authorities? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

A-12:

Is the camp free from observable evidence of a sewage disposal problem? **Yes No**

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
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and talk with ____________
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Personnel Responsible:

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Date/Year ________
Date/Year ________

A-13:

Is there evidence that a systematic maintenance routine is in effect that provides clean, safe, and sanitary conditions throughout camp? Yes No

Interpretation:

Primary evidence is the physical condition of all areas in camp including living units, program facilities, office areas, maintenance areas, and grounds.

On a non-owned site, the areas need only be evaluated which are in immediate use and for which the camp program has jurisdiction. For example, litter control may be the only level of jurisdiction for a camp using a public park. On the other hand, a camp with a long-term lease on public property may have full responsibility for most maintenance functions.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
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_____ Observable [Will need to visit
and talk with _____________
at (facility) _____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

A-14:

Are the garbage and rubbish disposal areas clean, safe, and sanitary? Yes No

Interpretation:

"Clean, safe, and sanitary" should include evidence of routine cleaning, adequate scheduling of permanent disposal of garbage and rubbish, as well as safe storage of noxious and/or hazardous materials.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
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and talk with ______________
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Personnel Responsible:

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Date/Year ________
Date/Year ________

A-15:

Are toilets adequate in number based on the following ratios:

1. **Resident camp—**
   - **a) One seat for every 10 females?**
   - **b) One seat for every 10 males, or one seat for every 15 males plus one urinal for every 30 males?**
   - **c) If more than 10 percent of camp population has restricted mobility—**
     - **1) One seat for every 8 females, and**
     - **2) One seat for every 8 males, or one seat for every 12 males plus one urinal for every 30 males?**
2. **Day camp—**
   - **a) One seat for every 20 females?**
   - **b) One seat for every 20 males, or one seat plus one urinal for every 30 males?**
   - **c) If more than 10 percent of camp population has restricted mobility—**
     - **1) One seat for every 15 females?**
     - **2) One seat for every 15 males, or one seat for every 20 males plus one urinal for every 30 males?** Yes No

Interpretation:

"Toilets" refer to permanent facilities including those with plumbing, permanent latrines, and portable toilets used as latrines. It does not include hand-held bed pans and urinals.

Rationale and Educational Supplement

The ratios are specified for the entire campsite. However, camps should aim toward maintaining these ratios in each living area.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard ______________
_____ In Files: ______________
_____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Annual Reviews
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Date/Year __________
Date/Year __________

A-16:

In each toilet facility is there at least one toilet with a door or curtain for privacy available to all persons?
Yes No

Interpretation:

The intent of the standard is to provide privacy for those who wish it.

"Available to all" means that such facilities may be used by all persons (campers, staff, etc.). When persons with special needs are served, there should be toilets affording privacy to them.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ______________
____ Observable [Will need to visit and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year ________
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Date/Year ________

A-17:

Are toilet facilities:

A. In repair, ventilated, and screened?	Yes	No
B. Clean and sanitary?	Yes	No

DNA C if latrines are not used.

C. If latrines—provided with tight-fitting toilet lids and self-closing doors?	Yes	No

Interpretation:

This applies to all toilet facilities in camp including those in living areas, program areas, and in bath houses at swimming facilities.

Rationale and Educational Supplement

Maintenance in outdoor latrines typically includes periodic pumping and use of lime or other vermin control measures, as well as regular cleaning. Toilet facilities should allow for air circulation when the doors are closed.

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Annual Reviews
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Date/Year ________
Date/Year ________

A-18:

Are handwashing facilities provided in the following ratios:

1. **Resident camp—One wash basin or equivalent per 10 persons with a minimum of two basins for each facility serving more than 5 persons?**
2. **Day camp—One wash basin or equivalent per 20 persons?** Yes No

Interpretation:

A "handwashing facility" is a readily available supply of soap and fresh water, suitable for washing. In multiple handwashing units utilizing a spray-type water dispenser, 20 inches of wash basin rim space is equivalent to one wash basin.

Handwashing facilities for outdoor latrines without running water may be improvised but should meet minimum ratios and provide adequate soap and water.

This standard is meant to be applied to all facilities designed to serve more than five persons at the same time.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
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_____ In Files: ______________
_____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

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Date/Year __________
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A-19:

Are handwashing facilities adjacent to the toilets?
Yes No

Interpretation:

See A-18 for definition of "handwashing facility." The important factors are accessibility and positioning so as to promote use. Special attention should be given to adjacent or near-by facilities for kitchen personnel. Food preparation sinks and sinks used for washing pots and pans, kitchen utensils, or eating utensils should not be used for handwashing.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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at (facility) ____________]

Personnel Responsible:
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A-20:

DNA if a day camp or a primitive camp.

Do bathing facilities provide:

A. Adequate numbers—

1. All camps—one showerhead or bathtub for each 15 persons in camp, or

2. Camps specializing in serving persons with restricted mobility—one showerhead or bathtub for each 10 persons in camp? Yes No

B. Enough warm water for everyone scheduled to bathe in the same time period? Yes No

C. A maximum water temperature of 110 degrees F. at taps used by campers, and access to all thermostats and temperature regulating devices restricted to authorized personnel? Yes No

DNA D unless camp serves persons with restricted mobility.

D. Bathing aids such as benches, railings, or other assistive devices? Yes No

Interpretation:

"Primitive camp" refers to those camps whose program is based on a philosophy centered on non-facility, utility-oriented principles. Generally, such camps have few permanent structures or facilities.

A sufficient supply of warm water should be available for regular bathing. Saunas or steam baths fulfill this standard.

"Scheduled to bathe in the same time period" allows camps with limited hot water capacity to be in compliance by carefully scheduling shower periods to insure that all persons in camp have warm water for bathing.

The intent of Part C is to prevent scalding accidents. Maximum temperatures may be regulated by:

a. thermostatically controlled temperature regulating valves set at 110 degrees F. or less (considered to be the safest method);

b. water heater thermostats set at 110 degrees F. or less; or

c. properly adjusted mixing valves (provided the cold water source is not subject to variations in pressure).

Access may be restricted by locating the water regulating devices in a locked or inaccessible area or by education and regulations.

For persons with restricted mobility, aids such as chairs on casters, stools, footrests, non-slip surfaces, and flexible shower heads attached to hoses may provide increased independence, and make it easier and safer for staff to assist campers. Aids should be provided according to the needs of persons being served.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	
D.	____	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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at (facility) ________________]

Personnel Responsible:

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Notes:

Annual Reviews
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Date/Year ________

A-21:

DNA if: 1) a day camp, or 2) campers or staff are in residence for less than two consecutive weeks.

Are the following laundry services available for use:

A. All camps—
  1. Washing machine on site, or
  2. Regular laundry service provided for campers and staff, or
  3. Laundry facilities nearby to campsite? Yes No

DNA B unless more than 10 campers daily require frequent changes of clothing or bedding.

B. A washing machine on site? Yes No

Interpretation:

Laundry facilities "nearby" to campsite would, in most cases, be no more than a few miles away. They should be reasonably convenient to those persons doing laundry.

"Regular laundry service" may include handwashing if such methods are part of the regular camp program.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:
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Notes:

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Date/Year ________
Date/Year ________

A-22:

Is provision made during the camp season for storage of supplies and equipment to protect them from damage, deterioration, and unauthorized use?

Yes No

Interpretation:

Provision should be made for both expendable and non-expendable supplies and equipment. Supplies and equipment used in all areas of camp operation should be considered. Effective protection may be accomplished in a number of ways. Supervision, education, and location may be as effective as locks and controlled access.

Especially in day camps using non-owned sites, provision should be made to protect supplies and equipment from the elements.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
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_____ Observable [Will need to visit
and talk with _______________
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Personnel Responsible:

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Notes:

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Date/Year __________

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A-23:

Is shelter from inclement weather available for all persons in camp? Yes No

Interpretation:
Shelter during inclement weather may be of particular concern in day camps using temporary sites. Shelter may consist of temporary tarps and rain flies in addition to permanent structures.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

A-24:

DNA if the program administrator or sponsoring agency is the same as the site owner.

Does the camp program administrator using a non-owned site have a written agreement with the site owner which specifies responsibilities for use of the site, facilities, equipment, and services? Yes No

Rationale and Educational Supplement

The written agreement should specify the areas and facilities to be used and should designate the responsibilities for care and maintenance for both the site owner and the program administrator. The written agreement should specify dates of use and responsibility for such items as food service, sanitation, maintenance and repair, replacement of faulty equipment, damages to equipment or facilities, core program staff, charges, etc. Special attention should be paid to services needed or provided for personal safety of campers and staff.

See sample agreement in the APPENDIX.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
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_____ Observable [Will need to visit
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Personnel Responsible:

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Date/Year __________

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ADMINISTRATION STANDARDS

PART I-B

ADMINISTRATION STANDARDS (B-1 through B-40)

The administration of an operation includes those managerial aspects which facilitate the use of buildings, natural environment, equipment, and human environment in terms of safety, health, sanitation, and business efficiency. The responsibility for sound operation falls to the operator. This may be a single owner or director, an agency, a group of individuals, or an institution.

These standards include subsections for emergency procedures, transportation, and food service.

B-1:

Is there a written Comprehensive Plan that has been reviewed in the past three years and is based on the camp's philosophy which assesses current conditions and projects future needs in the areas of:

A. Site and facility development and/or management? Yes No
B. Program? Yes No
C. Market? Yes No
D. Finance and administration? Yes No
E. Environmental protection and preservation? Yes No

Interpretation:

The plan is a management tool which provides information for ongoing operation as well as direction for future development. A master site plan (Part A) typically includes a description of the physical site when all the goals in terms of landscape, buildings, and facilities are reached. If the primary goals for development have been achieved, the master site plan then centers upon long-term maintenance, replacement, and improvement of buildings, facilities, and landscape.

Planning for the future is important, even for camps that do not own their own property.

Rationale and Educational Supplement

The Comprehensive Plan gives continuity and purpose to the camping program by identifying, modifying and re-emphasizing the camping mission. The Comprehensive Plan is all-encompassing and has as its core the total philosophy of the camp. All operations, development, program, and sub-plans as well as specific objectives should be derived from this plan.

Long-term planning for environmental protection and preservation is necessary to protect the campsite investment and to preserve program opportunities. Special attention should be given to water quality, drainage and erosion control. The Soil Conservation Service and other federal, state, and county agencies provide excellent consultation services.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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_____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:
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Notes:

Annual Reviews
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Date/Year __________

***B-2: (PREREQUISITE)**

Is there a written statement of goals with specific objectives in terms of camper development? Yes No

Interpretation:

Goals should express the purpose of the camp's existence and operation. From these broad goals come specific objectives. This standard requires that some of those objectives relate to camper development. What will the camper experience in your program?

Such objectives are broader than the objectives for particular activities (e.g. swimming, etc.), but they are more specific than "the camper will develop socially." For examples, see the APPENDIX.

Goals and objectives of national organizations alone are not sufficient; they should be further refined in terms of the organization's local unit and the specific camp.

Rationale and Educational Supplement

This statement of goals should be a part of the Comprehensive Plan; however, the statement of goals and objectives must be presented in order to comply with this prerequisite standard whether or not there is a Comprehensive Plan.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
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and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

B-3:

Is there a written outline describing how specific objectives for camper development are implemented? Yes No

Interpretation:

While prerequisite standard B-2 requires that specific objectives for camper development be formulated, this standard requires a description of the implementation of those objectives. There should be evidence that camper objectives are translated into camp programming.

Specific METHODS by which these objectives are being achieved should be noted. The objectives of major program areas, such as riflery, archery, land sports, tripping, horseback riding, etc. may be included as part of this documentation, but all aspects of camp life should be addressed. This includes the structure of living groups, planning processes, daily activities, specialty programs, schedule structure, and other program concerns. Broad generalizations are not acceptable as a response to this standard. Specific experiences must be identified.

See APPENDIX for sample statements.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
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Date/Year _________

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B-4:

Is there a procedure for evaluation which is conducted annually and:

1. **Analyzes all areas of camp operation, and**
2. **Involves campers, parents, staff, and the camp board or committee (if existing) of the sponsoring agency?** **Yes No**

Interpretation:

There should be an organized, developed plan to evaluate the total camp operation. The plan may include such techniques as meetings, questionnaires, open-ended written suggestions, interviews, telephone or personal conversations, etc. Involvement of the various groups may be individual, collective, or representative.

When the campers are adults (with the possible exception of the mentally handicapped), disregard reference to parents. When legal guardians or referral agency representatives are the primary care providers of the camper, they could serve in the place of parents.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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Date/Year ________
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B-5:

Is parent-camp communication facilitated through three or more of the following methods:

1. **Pre-camp registration interviews,**
2. **Visits to camp,**
3. **Telephone conversations or personal contacts,**
4. **Exchange of letters,**
5. **Newsletters,**
6. **Reports or memos to parents,**
7. **Questionnaires,**
8. **Parents' days, and**
9. **Parent meetings?** **Yes No**

Interpretation:

The "parent" may be interpreted as the guardian or other responsible parties such as house parents, sponsoring agencies, etc.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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B-6:

Is the following information available on site for each camper and staff member:

1. **Full name,**
2. **Age (for all campers and for all other persons under 21),**
3. **Home address and telephone number,**
4. **School grade (where applicable),**
5. **Name, address, signature and telephone number of adult responsible for each minor,**
6. **Telephone number(s) of persons to contact in case of emergency during the individual's stay at camp, and**
7. **Name and telephone number of individual's physician or health care facility (if available)?** Yes No

Interpretation:

The important consideration is whether necessary information is available in the event of an emergency and for normal business-related record keeping.

When a family, troop, school class, or similar type of group uses a site, there is compliance with this standard if the adult in charge of each group possesses this written information.

Rationale and Educational Supplement

The requirement of the name and telephone number of an individual's physician and health care facility is not to imply that the camp would contact them directly. However, in particular cases of emergency, treating physicians may wish to seek additional medical information from such sources.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

Annual Reviews
Date/Year __________
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Date/Year __________

B-7:

Are there written procedures in practice regarding:

A. Release of campers who are minors to persons other than legal parent or guardian? Yes No

B. Verification of absentees? Yes No

Interpretation:

"Verifying absentees" includes following through on "no-shows" at resident camps, as well as daily attendance checks in day camps.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Notes:

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Date/Year ________

B-8:

Is there a written policy in practice regarding the use and release of all personal information? Yes No

Interpretation:

Policies should be implemented regarding use and disclosure of information concerning both campers and staff. Information includes verbal communications as well as written records. Policies should consider a wide range of information such as personal data and records, medical examination reports, evaluations, and photographs.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
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B-9:

Is there a system of fiscal management that includes:

A. A budget used for planning? Yes No

B. A bookkeeping system for tracking income and expenses? Yes No

C. A year-end audit? Yes No

Interpretation:

The important consideration is whether there is a fiscal management system which facilitates accountability, evaluation and planning rather than the review of specific fiscal data. Therefore, figures need not be shown.

An audit is a regular examination and verification of accounts and may be conducted either internally or externally.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ______________

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Personnel Responsible:

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Notes:

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Date/Year ________

B-10:

Are there inventories for all owned facilities and non-expendable equipment? Yes No

Interpretation:

If facilities are not owned, the response to the standard need only apply to non-expendable equipment. "Non-expendable" equipment refers to that equipment which does not appreciably deteriorate after repeated use and which can be stored safely until the next season. It would be extremely unusual to find a camp that does not use some non-expendable equipment (first aid, program supplies, etc).

Rationale and Educational Supplement

The inventory could include site-related facilities and non-expendable equipment in areas such as food service, maintenance, office, infirmary, living accommodations, and site-related areas.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard____________
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____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________

B-11:

Is there a written risk management plan that:

A. Specifies management of risk by:
  1. Identification of possible personal safety and operational financial risks,
  2. An assessment of the best methods of handling these risks, and
  3. Formulation of a plan to help the camp best protect itself in regard to its risks? Yes No

B. Specifies written procedures for accident prevention and reduction, and emergency management which are implemented through the following:
  1. Identification of risks and possible emergency situations,
  2. Provision of protective devices when appropriate,
  3. Reduction of such risks through camper and staff education,
  4. Establishment and enforcement of safety regulations,
  5. Establishment of emergency procedures, and
  6. Use of accident report forms? Yes No

C. Is developed and reviewed in consultation with legal counsel, insurance underwriters, physicians, and boards (where applicable)? Yes No

Interpretation:

It is important that thought be given to the prevention and reduction of damage which may result from accident or disaster, as well as to the management of such occurrences through planned resources (financial, legal, social, etc.).

"Emergency management" (Part B) refers to planning procedures to be used in case of potential emergency situations. Those procedures are in addition to those established for specific activities (See D-15).

Persons responsible for and contents of accident report forms should be identified. Such forms should include not only the date, time, location, and circumstances of the accident, but should also include the names of persons witnessing the accident and other pertinent data.

Rationale and Educational Supplement

The extent and nature of management or coverage will vary depending on the needs of the camp. See the APPENDIX for discussion of the methods of handling risks.

Many standards relate to the management of risks. In addition to the insurance standards, standards relating to program activity supervision, care and appropriateness of equipment, documentation of rules, instructions, inspections, record keeping, and emergency procedures are all part of risk management.

The accident prevention plan includes staff and camper orientation and education related to risks and hazards.

Director's Evaluation of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ________________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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B-12:

Does the camp have the following coverage:

A. Camper coverage—

1. Resident campers—Health and accident coverage for each camper (carried by the camp or the camp has written evidence that camper has such insurance)?

2. Day campers—Accident coverage for each camper (carried by the camp or the camp has written evidence that camper has such insurance)? **Yes No**

B. Staff coverage—

1. Resident camp staff:

a) Workers compensation for eligible staff, and

b) Health and accident coverage for each staff member (carried by the camp or the camp has written evidence that staff member has such insurance)?

2. Day camp staff:

a) Workers compensation for eligible staff, and

b) Accident coverage for any staff member not covered under workers compensation (carried by the camp or the camp has written evidence that staff member has such insurance)? **Yes No**

C. Comprehensive liability coverage? **Yes No**

DNA D if camp does not own buildings.

D. Fire and extended risk coverage on buildings? **Yes No**

DNA E if vehicles are not used in camp operation.

E. Motor vehicle insurance (as applicable):

1. Coverage on all owned, hired, or leased vehicles, and/or

2. Employer's non-ownership, liability insurance on all non-owned vehicles? **Yes No**

Interpretation:

Coverage includes self-insurance. There should be observable evidence or verification of all insurance coverage. (Date of coverage should be noted.) Such evidence may include the policy itself, a letter from the issuing agent, or a statement that insurance is in force by the agency or institution bookkeeper, business manager, or executive. Verification of self-insurance requires a line item in the budget or the allocation of particular assets to cover such costs.

In the case of campers or staff holding their own accident and health insurance, a parent's or guardian's signature along with the policy number is an example of one method of verification.

The camp administration must be concerned not only with personal injury but also with financial loss.

Rationale and Educational Supplement

Camper and Staff Coverage:

Coverage may be provided by camp, parent(s), agency, school, or individual. When the camp does not provide the coverage, it is in the best interest of both the camp and individual to have verification of such coverage.

Workers Compensation:

States vary widely in requirements, benefits, and applicability. Coverage for volunteers should be determined if the camp utilizes volunteers.

Comprehensive Liability Insurance:

A liability policy basically provides coverage to protect the camp against suits brought as a result of alleged negligence. The comprehensive torm picks up all known exposures, and any new additions such as new boats or additional horses (besides those already scheduled) are

(Continued on next page)

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	
D.	____	____	____
E.	____	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:
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Notes:

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Date/Year ________

8-12 Continued

automatically covered without notification. There are two main factors involved in liability coverage—bodily injury liability and property damage liability. When food is served, products coverage is important because it protects camp in the event of food poisoning. Malpractice is a necessity to protect the camp for treatment rendered by doctors and nurses employed by the camp. Also, contingent malpractice should be carried to protect the camp for alleged improper treatment rendered by physicians or nurses not directly employed by the camp. Any independent contractors should be listed on an "if any" basis since the camp could be involved in a law suit as a result of their alleged negligence.

Some camps may find that comprehensive liability is not sufficient coverage and should investigate umbrella liability coverage. "Umbrella" coverage is designed to supplement other coverage when the financial limits of automobile and general liability policies have been exceeded. Camp directors should discuss such coverage with their insurance agents. Although not required by the standard, such coverage may be necessary to preserve the camp investment and reputation. Most general liability policies have an upper limit of one million dollars and if that limit is exceeded in a claim, an umbrella policy would provide additional coverage for the "over and above" costs or for the catastrophic accident.

Fire and Extended Risk Coverage on Buildings:

All buildings or structures may not be covered by an insurance policy. The camp may choose to self-insure some structures. In developing the Risk Management Plan, the camp administration should seek the professional guidance of their own insurance agent, broker, or company regarding all insurance coverage.

The fire policy should include an extended risk coverage endorsement which includes windstorm. A windstorm, hurricane, tornado, etc. could represent a catastrophic hazard. The addition of coverage for vandalism and malicious mischief is also important in many situations.

Motor Vehicles:

Most hired and leased vehicles are insured to cover the lessor. If the lessor's insurance does not cover the lessee, such coverage should be obtained. If the lessor's insurance covers the lessee, then the camp does, in fact, have insurance.

See the APPENDIX for an insurance checklist.

B-13:

Does the camp have readily available legal counsel?
Yes No

Interpretation:
"Readily available" means that prior arrangements (formal or informal) have been made with legal counsel who has agreed to be available for advice as problems arise.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

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B-14:

DNA unless research involving persons in camp occurs.

Are research projects which involve persons in camp in conformity with existing codes and federal regulations regarding research with human subjects? Yes No

Interpretation:
The intent is to protect research subjects from undue harm, both psychological and physical, and to protect their rights to privacy. The purpose of the standard is not to discourage research in the camp setting but to encourage responsible research that is sensitive to the rights of all persons involved.

In addition to federal government regulations, specifications regarding human research are also found in the Helsinki Code and the ethical code of the American Psychological Association. The underlying principles of human subject protection are: informed consent to participate, voluntary participation (subject to parental/guardian consent for minors), rights to privacy, and protection from undue risk.

It is commonly the responsibility of the researchers to insure that these requirements are met. A statement to this effect signed by the researchers and/or sponsoring institution representative would serve as evidence of these considerations.

Rationale and Educational Supplement
Copies of the documents cited or information about their content can be obtained from most colleges and universities.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year __________

B-15:

Is there a written policy which covers camper and staff possession and use of special personal equipment, vehicles, and animals? Yes No

Interpretation:

It is important that thought be given to camper or staff possession of items or animals which are associated with specific risks (health, financial, accident, etc.) so that policies can be established and made known to all in advance of participation.

"Special personal equipment" may include such items as sports and hunting equipment, vehicles, appliances, musical instruments, aquatic equipment, bicycles, etc. "Animals" applies to all animals including pets and horses.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

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*B-16: (PREREQUISITE)

DNA unless firearms or ammunition are stored in camp.

Are all firearms and ammunition in camp stored under lock? Yes No

Interpretation:

Non-firearm equipment such as air rifles, bows and arrows, etc. are covered in the Program (D) Section of the standards that deals specifically with "controlled physical risk" activities.

Rationale and Educational Supplement

It is recommended that guns, including personal weapons of staff, be stored and locked in locations separate from ammunition.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

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Date/Year __________

B-17:

DNA unless flammable materials are stored or used.

Are gasoline, kerosene, explosives, and flammable materials:

A. Stored in covered, safe containers that are plainly labeled as to contents? Yes No

B. Handled only by persons trained or experienced in their safe use? Yes No

Interpretation:

Campers learning to use materials who are under the direct supervision of trained personnel are in compliance with the standard.

ALL flammable materials in camp, including those used in maintenance, arts and crafts, etc., should be considered.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA _____

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed _______________

Evidence of Compliance
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Date/Year _________

B-18: ______________________________

DNA unless hand or power tools are used in camp.

Are hand and power tools:

A. Provided with necessary safety devices, used according to manufacturer's instructions, and maintained in good repair? Yes No

B. Used only by those persons trained and experienced in their safe use? Yes No

Interpretation:

This standard applies to tools used in program activities as well as those used in maintenance. Campers learning to use tools who are under the direct supervision of trained personnel are in compliance with this standard.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ________
Date/Year ________

EMERGENCY PROCEDURES:

B-19:

Are all staff provided written disaster procedures which they have reviewed and rehearsed? Yes No

Rationale and Educational Supplement

Foreseeable disasters are often unique to specific areas and may include, but are not limited to, emergencies such as tornadoes, hurricanes, fires, floods, earthquakes, and landslides.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ____________________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ____________
Date/Year ____________

B-20:

Are there written search and rescue procedures for persons lost, missing, or runaway which staff have reviewed and rehearsed? **Yes No**

Rationale and Educational Supplement

In instances of lost, missing, or runaway persons, the timing of events is usually a crucial element and should be carefully considered in the procedure. A plan should include procedures for contacting local and state emergency resources, parents or guardians, camp authorities, etc.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
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Personnel Responsible:

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B-21:

Is there a written plan for communications in the event of an accident or emergency (including out-of-camp trips) which is reviewed with all staff and specifies:

- **A. Lines of communication:**
  - **1. From persons at accident site to camp administrative and health personnel,**
  - **2. From administrative personnel to community emergency services (health and, when appropriate, law enforcement)?** Yes No
- **B. Procedures for contacting parents or guardians?** Yes No
- **C. Procedures for dealing with media?** Yes No

Rationale and Educational Supplement

It is essential to have well thought out procedures for communication developed prior to the pressure of an actual emergency. Such procedures should center upon initiating appropriate action which will minimize danger and further injury. Camp administrators should also be sensitive to their responsibilities to parents, guardians, or other primary care providers. Thought should also be given to procedures and guidelines for interacting with media personnel.

Director's Evaluation of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ______________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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Date/Year __________

***B-22: (PREREQUISITE)**

Is emergency transportation available at all times, provided by either:

1. **The camp, or**
2. **Community emergency services with whom prior arrangements have been made in writing?** Yes No

Interpretation:

"Available" means that designated emergency transportation is in operational order and has enough fuel to reach primary emergency locations.

When the primary emergency vehicle is out of camp, there must be a specific plan for the availability of alternative emergency transportation. Emergency transportation may include air, water, and snow vehicles as well as automobiles, vans, etc.

Groups away from the base camp must have a specific plan to obtain emergency transportation.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard____________
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Personnel Responsible:
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Date/Year ________

TRANSPORTATION:

B-23:

DNA if motor vehicles (including vehicles used for emergency transportation) are not used in camp operation.

Are all motorized vehicles used in camp operation maintained in a safe condition as documented by:

DNA A if no owned vehicles are used in camp operation.

A. For all owned vehicles—written evidence that a regular maintenance program is being followed including checks of the following (where appropriate):
- **1. All lighting systems,**
- **2. Exhaust system,**
- **3. Braking system,**
- **4. Cooling system,**
- **5. Emergency warning systems,**
- **6. Windshield wipers,**
- **7. Lubrication system,**
- **8. Transmission,**
- **9. Tires,**
- **10. Steering, and**
- **11. Suspension system?** Yes No

B. For all vehicles—a safety check of the following items each time the vehicle is refueled:
- **1. Lights,**
- **2. Tires,**
- **3. Windshield wipers,**
- **4. Emergency warning systems,**
- **5. Horn,**
- **6. Oil level, and**
- **7. Coolant level?** Yes No

DNA C if motor vehicles are not leased, borrowed, or rented.

C. A current signed agreement with providers of all non-owned vehicles which specifies responsibility for meeting various parts of this standard? Yes No

Interpretation:

Vehicles used in the camp operation include any vehicle utilized to transport campers, including the designated emergency vehicle(s) whether owned by the camp or by a staff member, as well as vehicles used in maintenance, program, and other day to day operations.

(Continued on next page)

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ____________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ________

(B-23 Continued)

"Owned vehicles" refers to those owned by the camp administration.

Part C is intended to apply to rented or leased vehicles as well as to those owned by staff members that are used on a regular basis to transport campers and staff.

Examples of evidence would include an up-to-date vehicle maintenance log or up-to-date garage/service station receipts which identify the vehicle serviced and types of service. State inspections qualify as evidence only for those aspects covered in the inspection. Additional records such as notes describing service beyond the requirements of state inspection should supplement state inspection approval. In the case of vehicles owned by staff members, a signed, dated statement indicating the vehicle has been maintained to the manufacturer's specifications will suffice.

Motorized vehicles include automobiles, jeeps, airplanes, motor boats, snowmobiles, etc. This standard applies to all vehicles used in camp operation including privately owned vehicles used or arranged for by the camp to transport campers and staff, as well as to those vehicles owned, leased, borrowed, or rented by the camp administration.

Camps using chartered transportation should have written evidence to verify that the vehicles are serviced regularly and maintained safely.

A *Vehicle Log* is available from ACA Publications to help meet this standard.

B-24:

DNA if vehicles (including emergency vehicles) are not used for transportation of campers or staff.

Is every vehicle used for transporting campers and staff equipped with the following:

A. Stocked first aid kit?	**Yes**	**No**
B. Emergency accessories?	**Yes**	**No**

Interpretation:

"Emergency accessories" include such items as fire extinguishers, flares, reflectors, etc. used for protection.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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at (facility) ________]

Personnel Responsible:

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Notes:

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Date/Year ________
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B-25:

DNA if camp does not use vehicles to transport campers or staff.

Are there written safety procedures in practice for all vehicles used to transport campers or staff which include the following:

A. All vehicles—

1. **Safety education,**
2. **Loading and unloading,**
3. **Safe seating,**
4. **Highway stops (planned and unplanned),**
5. **Adequate supervision to take into account, age, mental ability, and physical condition of all campers, and**
6. **Relief drivers when pertinent?** Yes No

DNA B unless persons are transported in wheelchairs.

B. Transportation of persons in wheelchairs—

1. **Except in watercraft, persons in wheelchairs are seatbelted into the wheelchairs, and**
2. **Except in watercraft, wheelchairs are in locked positions and secured to vehicles?** Yes No

Interpretation:

"Vehicles" such as minibikes, snowmobiles, boats or airplanes used in program activities are included in this standard.

Relief drivers would be considered pertinent based upon duration of trip, length of driving day, type of vehicle, etc. As a general guideline it is suggested that drivers should not drive more than two or three hours continuously.

Part B applies only when persons are transported in wheelchairs. This typically requires vehicles specifically designed or modified for this purpose. Persons who are transported in passenger seats with their wheelchairs stored separately are not subject to Part B.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

B-26:

DNA if trip or travel camp.

Is there a plan for control of vehicle and pedestrian traffic on the campsite? Yes No

Interpretation:

The concern is for protection of pedestrians from vehicular traffic on and around the campsite. While it may not always be feasible to control vehicle traffic, control of camp pedestrian traffic can be instituted as a measure of protection.

"Traffic patterns" include such things as admittance of traffic, direction of traffic, speed limits, restricting traffic or allowing only designated vehicles in specified areas, designating parking areas, controlling pedestrian traffic when necessary. All traffic should be considered including camp vehicles, delivery trucks, service vehicles, visitors, and staff.

Some plans may be as simple as designating parking areas and prohibiting traffic on the campsite. Other campsites, which allow motorized traffic, may need more elaborate plans. Camps using public parks or property may not have jurisdiction over roadways. However, they can develop plans for monitoring camp pedestrian patterns especially during arrival and departure. They may also designate areas for buses or cars to pick up and drop off campers.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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B-27:

Is transportation of campers forbidden in vehicles not designed for passengers, except when operation is off public roads at speeds of not more than 15 mph and passengers remain safely seated? Yes No

Interpretation:

"Vehicles designed for transportation of passengers" are typically enclosed vehicles with passenger seats and seatbelts. Examples of vehicles not fitting this general description are wagons and truck beds.

The purpose of the exception is to allow for such programs as hayrides (under the conditions described) as well as to permit controlled transportation of persons to outpost locations.

Director's Evaluation of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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B-28: ________________________________

DNA (if 1) a resident camp, or 2) a day camp that does not provide transportation.

Is travel to camp one hour or less for campers; or is programming provided during transit by staff other than the bus driver? Yes No

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year __________

FOOD SERVICE:

* * *

SCORE DNA to B-29 through B-33 if a TRIP camp or if NO food is SERVED BY or CONSUMED in camp.

* * *

B-29:

Is all garbage and rubbish containing food wastes which is temporarily stored in the kitchen and dining areas kept in leak-proof, non-absorbent containers which are covered with tight-fitting lids when not in continuous use? Yes No

Interpretation:

The concern of this standard is temporary storage of garbage in food service areas prior to removal to permanent storage areas (dumpsters, disposal areas away from site, etc.). Plastic bags that are leak-proof and tied meet the requirement of this standard. "Temporarily stored" means that the rubbish and garbage is removed at least daily.

Director's Evaluation
of Camp Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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B-30:

Is permanent disposal of garbage scheduled to prevent build-up beyond the capacity of closed containers?

Yes No

Interpretation:

It is important that permanent disposal of garbage occur frequently enough to avoid sanitation problems.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

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B-31:

DNA unless food is stored or prepared on site.

Are all food preparation and storage areas:

A. Maintained free of dirt and accumulated grease? Yes No

B. Well lighted and ventilated? Yes No

C. Protected from rodents and vermin? Yes No

D. Designed and equipped to keep food off the floor? Yes No

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

***B-32: (PREREQUISITE)**

DNA unless perishable foods are stored or served in camp.

Are perishable foods kept at a temperature of 45 degrees F. or less and are thermometers kept in refrigeration facilities? Yes No

Rationale and Educational Supplement

This standard applies to day camps, including camps where campers bring sack lunches. A number of approaches could be taken to achieve compliance with the standard. Parents of day campers may be instructed to send ONLY non-perishable foods, and the camp could check lunches to see that there was no misunderstanding. The day camp could provide either permanent (refrigerators, freezers) or temporary (ice chests with thermometers) refrigeration facilities. Some day camps require each camper to have a commercial plastic ice bottle in each sack lunch.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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B-33:

DNA if no dining facilities are utilized.

Do dining facilities provide:

- **A. Freedom of movement at tables and between tables as needed?** Yes No
- **B. Protection from problems with insects?** Yes No

Interpretation:

"Dining facilities" refers only to permanent, enclosed structures used for dining.

There should be adequate space for moving about the dining hall during meal times to facilitate serving and safe entrance and exit.

Problem insects would include both types and quantities of insects which constitute a health problem.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________

****

SCORE DNA to B-34 through B-40
UNLESS food is SERVED BY camp.

****

B-34:

Are the following food records kept:

1. **Menus,**
2. **Records and inventories of food supplies purchased, or**
3. **Records of menus and number of meals served if food services are contracted?** Yes No

Rationale and Educational Supplement

It is recognized as good business practice to have available these minimal records for both planning and evaluation. Records should be appropriate for the food served; camps which only serve milk or beverage or a periodic cookout meal need very simple records.

Director's Evaluation
of Camp Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
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B-35:

Are menus planned or approved by a nutritionist or dietitian? Yes No

Interpretation:

A "dietitian" is a person who has received a baccalaureate degree with major studies in food and nutrition and has completed a dietetic internship in an institution approved by the American Dietetic Association or has the equivalent of such training in supervised experience.

A "nutritionist" is a home economist with a food nutrition major.

The nutritionist or dietitian need not be part of the onsite staff. Menus may be planned or approved by a nutritionist or dietitian provided or recommended by a county extension office, a food purveyor, a local school district, etc.

The intent of the standard is to assure that meals are well-balanced and nutritionally sound.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Notes:

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B-36:

DNA to meals prepared by persons other than the camp food service staff.

Do food service staff wear:

- **A. Appropriate hair covers (nets or hats)?** Yes No
- **B. Clean, neat, and practical clothing?** Yes No

Interpretation:

"Food service staff" include all persons employed to prepare or serve food. "Persons other than food service staff" include "hoppers" carrying food to tables and campers/staff preparing cookout meals.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

B-37:

Is smoking prohibited:

A. In food service and preparation areas? Yes No

DNA B if no children are present for meals.

B. In dining facilities during meal periods? Yes No

Interpretation:

"Food service and preparation areas" include the kitchen and all areas where food is prepared or stored.

Part B of this standard applies to persons under 18 during the full period scheduled for meals, not just while people are eating.

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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*B-38: (PREREQUISITE)

DNA if single service utensils are used exclusively, or if trip camp.

Are food service utensils cleaned and disinfected after each use in accordance with the following process:

When washing by hand—

1. **Scraped free of food particles.**
2. **Washed in hot (minimum 100 degrees F.), soapy water,**
3. **Rinsed in clear, hot water (minimum 100 degrees F.),**
4. **Rinsed again, either:**
   - **a) In clear water at 180 degrees F. for 30 seconds (if thermostat is not available to check temperature, boiling water should be used), or**
   - **b) In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials,**
5. **Air dried?**

When using a commerical dishwasher—

1. **Scraped free of food particles,**
2. **Rinsed in clear, hot water (minimum 100 degrees F.),**
3. **Washed in hot (minimum 100 degrees F.), soapy water,**
4. **Rinsed again, either:**
   - **a) In clear water at 180 degrees F. for 30 seconds or equivalent commercial dishwashing machine process, or**
   - **b) In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials,**
5. **Air dried?** **Yes No**

Interpretation:

"Food service utensils" include dishes, silverware and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking which are heated to very high temperatures in the cooking process are exempted from the second rinse requirement.

Directors should be aware of state and local codes with particular attention to acceptable water temperature for washing. A number of municipalities require wash water of 140 degrees F.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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Date/Year __________

B-39:
DNA if trip camp.

Are food service utensils protected from dust and contamination between use? Yes No

Interpretation:

Dishes and utensils should be stored in a covered location which protects them between dishwashing and use. Utensils which are hanging and used frequently need not be covered.

Single service utensils should be appropriately protected by packaging or other storage techniques.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
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B-40:

Is there a system for identifying and responding to special dietary needs of participants? **Yes No**

Interpretation:

This standard does not imply that camps should or should not serve persons with particular dietary restrictions, needs, or preferences, but that such occurrences should be anticipated. Such policies should take into consideration both ability to serve and the responsibilities of the camp and participants.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

PERSONNEL STANDARDS

PART I-C

PERSONNEL STANDARDS (C-1 through C-23)

One of the unique features of a camp is the vital leadership role demanded of its personnel. Camp personnel are expected to assume many responsibilities, deliver a wide range of services, and complete numerous tasks in an environment of constant close human interaction with quality results. This demanding role requires personnel qualifications, work patterns, special training, and a living and working environment which recognizes the uniqueness and facilitates it. The personnel criteria to meet these requirements are the result of experience and the review of research in the areas of personnel management, selection, training and morale of camp staff.

Maturity and judgment are two important qualities of a staff member. Simple, objective measures for these qualities are not available. In identifying criteria for any staff positions, a number of factors have been listed including education, certification (where applicable), experience, and age. While it is recognized that age is not equivalent to maturity, it is one referenced and recognized criterion, utilized in conjuction with other factors listed above, to guide the camp administration in seeking qualified personnel. It is not intended to be used as a sole criterion for determining acceptability as a staff member.

C-1:

Does the on-site camp director have the following qualifications:

A. Age—

1. Day camp—At least 21 years?

2. Resident camp—At least 25 years? Yes No

B. At least two seasons or 16 weeks of administrative or supervisory experience in an organized camp? Yes No

DNA C unless camp primarily serves campers with special needs.

C. If the camp primarily serves campers with special needs—8 weeks of experience working with that special population? Yes No

Interpretation:

The "on-site" director is the individual at the campsite who oversees the ongoing operation of the camp.

This standard serves as a measure of the qualification of the on-site director by means of generally recognized indicators of maturity and experience.

A camp "primarily serves campers with special needs" if more than 50 percent of the campers have special needs.

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Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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C-2:

Has the on-site camp director, or the day camp administrator, completed the following:

A. A Bachelor's Degree or ACA Camp Director's Certification? Yes No

B. A workshop, institute, seminar or course related to camping and/or environmental education within the past three years? Yes No

C. Attendance within the previous year of at least one ACA meeting or program locally or nationally? Yes No

Interpretation:

The "day camp administrator" is a full-time employee of an agency or organization who has the responsibility of overseeing the day camping program. The administrator usually participates in on-site supervision and evaluation, and responsibilities typically include hiring staff, providing direction and resources for programming, and being on call if assistance is needed by an on-site director.

See the interpretation of standard C-1 for the definition of the "on-site" director.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed ______________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ________

C-3:

Does 20 percent of the camp administrative personnel and program personnel with staff supervisory responsibility have the following qualifications:

A. Bachelor's Degree? Yes No

DNA B unless camp primarily serves campers with special needs.

B. Bachelor's Degree in an area relevant to the clientele served, or at least 24 weeks of experience working with the special populations being served? Yes No

Interpretation:

"Administrative personnel" refers to persons with supervisory responsibility and may include positions such as camp director, assistant director, business manager, food service director, health supervisor, and maintenance supervisor.

"Program personnel" refers to persons directly involved in camp programming and may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors.

This particular standard applies only to those program personnel who are responsible to supervise other staff.

See standard C-1 for definition of "primarily serves" campers with special needs.

The chart in the APPENDIX should be filled out to help in the evaluation of standards C-3, C-4, C-5, C-7, C-8 and C-9.

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Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	_____	_____	
B.	_____	_____	_____

Date Reviewed ________________

Evidence of Compliance
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Personnel Responsible:

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Date/Year __________

C-4:

Are the following minimum ratios of program personnel to campers (according to the age groups specified) adhered to for all periods of operation:

Campers' Ages	Program Personnel		Resident Campers	Day Campers
6 yrs and under	1	to	5	6
7-8 yrs	1	to	6	7
9-14 yrs	1	to	8	10
15-18 yrs	1	to	10	12
19 yrs and over	1	to	20	20

Yes No

Interpretation:

See standard C-3 for a definition of "program personnel." The ratios do not include staff who have exclusively office, food service, or maintenance duties. Nor do they include aides or counselor-support staff (see interpretation of standard C-5).

Counselors-in-training should not be included in the ratios. Counselors-in-training are individuals participating in specific camper leadership development programs. They are not exclusively responsible for any campers although they may assist a regular counselor or staff member. They are not employed as staff members.

"For all periods of operation" means that the ratios should be in effect for all camper groups served. For example, if the camp has only 30 campers one session and 50 during another session, a larger number of staff would be required for the second session (presuming the age ranges are the same).

Rationale and Educational Supplement

The ratios expressed are MINIMUM ratios which must be applied across a wide spectrum of camps. Camp directors ultimately have the responsibility of evaluating the specific needs in their own camps. Some camps, by virtue of particular objectives, goals, program, or clientele, require more staff than the minimums specified in the standard.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Date/Year ________

C-5:

DNA if camp does not serve campers with physical disabilities or mental retardation.

Are the following minimum ratios of program personnel and counselor-support personnel to campers with physical disabilities or mental retardation adhered to:

Camper Description	Staff		Campers
Severely/Profoundly mentally retarded with multiple handicaps	1	to	1
Severely disabled campers (needing frequent or constant assistance in activities)	1	to	2
Mildly disabled campers (needing occasional assistance in activities)	1	to	4
Mildly retarded adult campers	1	to	5

Yes No

Interpretation:

"Counselor-support personnel" serve as auxiliary staff to aid campers in daily living tasks. They generally do not have direct camper supervision responsibility and are often called "aides" or "volunteers." They may be paid or unpaid.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

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Personnel Responsible:

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Date/Year __________

C-6:

Is at least 80 percent of the required personnel to camper ratio maintained during program hours, and is at least 50 percent of the required ratio maintained during rest period and sleeping hours? Yes No

Interpretation:

The important consideration is whether there is adequate staff coverage during all periods of camp operation, especially in the event of an emergency.

The percentages should be based upon the total number of staff required by the ratios established in standards C-4 and C-5 and not penalize camps who choose to have staff in excess of the minimum ratios.

"Maintenance" means being on hand to supervise campers if necessary. Staff may be off duty in camp and still be available if needed. When campers are in camp, this coverage should be maintained at the campsite. When all campers are out of camp, on a field trip for example, the coverage should be with the trip. When campers are both in and out of camp, staff coverage should be maintained across groups.

These levels of staff supervision apply to times when camp is in session and the entire group of campers for the particular session are under the camp's supervision. It does not apply to "swing" weekends when only a few campers remain in camp.

Determine the number of staff needed to meet the ratios for each age in camp according to C-4 or C-5. Multiply that number by .8 (for 80 percent figure) and by .5 (for 50 percent figure).

Example:

Age Group	Ratio	# Campers	Staff Needed	x .8	x .5
7-8	1:6	36	6	5	3
			TOTAL:		

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

C-7:

Are program personnel qualified as follows:

1. **For camps primarily serving persons with special needs—100 percent of the ratios established in C-4 and 80 percent of the ratios established in C-5 are met with staff 18 years of age or older, or**
2. **For all other camps—80 percent of the ratios established in C-4 are met with staff 18 years of age or older?** Yes No

Interpretation:

The percentages should be based upon the minimum ratios specified in standards C-4 and C-5 and not penalize camps who choose to have staff in excess of the minimum ratios.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________
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C-8:

DNA (if: 1) camper population is over 18 years of age, or 2) staff under 18 are not utilized.

Are all program personnel who are under 18 years of age at least two years older than the camper group with whom they are working? Yes No

Interpretation:

Note that this standard only applies to those staff who meet the definition of "program personnel" (see standard C-3).

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed ______________

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Materials, or Notes)

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C-9:

Is at least 25 percent of the administrative and program personnel contracted for the entire season? Yes No

Rationale and Educational Supplement

Continuity of staff can be an important asset in a well-managed camp. There are many advantages to having staff members who are trained, experienced, and work together over an entire season. This standard applies across different types of staffing patterns including camps which change staff weekly or by program.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

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C-10:

Are personal interviews (either face-to-face or via telephone) conducted by the camp director or a designated representative with all camp staff prior to employment?
Yes No

Interpretation:
Camps employing foreign counselors are in compliance with this standard if those counselors are interviewed prior to employment by representatives of the employment agency.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

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(Written Documents, Supporting
Materials, or Notes)
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C-11:

Is there a written employment agreement with each staff member which includes the following:

1. **Salary or wages, if applicable,**
2. **Term of employment,**
3. **Benefits, and**
4. **Reference to job description and personnel policies?**

Yes No

Interpretation:

"Staff" includes all personnel, both paid and unpaid.

The written agreement may include contracts, offer and acceptance letters, or a confirming letter.

In addition to being a standard, the provision of an employment agreement is also called for in ACA's "Exemplary Ethical Practices for Camp Directors/Owners."

See the APPENDIX for a sample employment agreement.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
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C-12:

Are there written document(s) which address all of the following personnel policies:

1. **Remuneration,**
2. **Time off,**
3. **Absence from work,**
4. **Health examinations and health histories,**
5. **Insurance,**
6. **Conditions of severance,**
7. **Performance evaluation,**
8. **Personal conduct, and**
9. **Any special conditions of service?** Yes No

Rationale and Educational Supplement

In addition to being a standard, the provisions of personnel policies is also called for in ACA's "Exemplary Ethical Practices for Camp Directors/Owners."

See APPENDIX for sample personnel policies.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

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C-13:

Is there a written policy prohibiting gratuities to staff?
Yes No

Interpretation:

Parents and staff should know that the camp prohibits monetary and expensive gifts to camp personnel. Each camper has the right to be respected on his/her own merit. The camp has the responsibility to remunerate each staff member on the basis of responsibilities and performance.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

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Date/Year ________

C-14:

Is each staff member provided with a staff organization chart or is a chart posted where staff have access to it?

Yes No

Interpretation:

Staff organization charts should provide an overview of the entire staffing pattern and show lines of responsibility among staff.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

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Date/Year ________

C-15:

Are there written job descriptions for the following positions:

A. All administrative personnel? Yes No
B. All counseling and program personnel? Yes No
C. All health personnel? Yes No
DNA D if support personnel are not employed.
D. All support personnel? Yes No

Interpretation:

In addition to being a standard, the provision of job descriptions is called for in ACA's "Exemplary Ethical Practices for Camp Directors/Owners."

Job descriptions may be included in the written terms of agreement, separate documents, or in the form letters to the individuals whose job is described.

"Health personnel" are persons employed to perform health-related functions and duties and may include the health supervisor, doctors, nurses, and other persons charged primarily with health and/or first aid responsibilities whether they are professionals or not.

"Support personnel" are persons who provide services in camp outside activity programming and may include positions such as office work, maintenance, food service, drivers, and counselor-support personnel such as aides.

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	_____	_____	
B.	_____	_____	
C.	_____	_____	
D.	_____	_____	_____

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Date/Year __________

C-16:

DNA if a day camp.

Does each staff member (including the director) have the following minimum amounts of time free from assigned camp responsibilities:

A. Daily—At least two hours? Yes No

B. During total employment period—

1. 24 hours or more each two weeks in blocks of not less than 12 consecutive hours, or

2. If camp primarily serves physically handicapped and/or mentally retarded—24 consecutive hours off each week, or 48 consecutive hours off each two weeks? Yes No

Interpretation:

"Assigned camp responsibilities" includes mealtime, rest hour, sleeping time, as well as staff meetings, conferences, etc. Non-assigned time is free time during which a staff member is not expected to be at a specific place or performing camp-related responsibilities.

"Primarily serves" means more than 50 percent of camper population.

"Daily" means within a 24 hour period.

Programs less than 7 consecutive days in total operation are deemed to be in compliance with this standard.

This standard should be distinguished from vacation time which is a personnel policy for year-round employees.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
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C-17:

DNA if trip or travel camp.

Is there a separate facility or area available for staff privacy and freedom from campers? Yes No

Interpretation:

In a day camp a designated area meets the requirement of this standard.

In any camp the facility or area may be used for other functions (dining halls, libraries, etc.) when not scheduled for staff use. However, the facility or area should be specifically designated at appropriate times for staff use only.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

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C-18:

Are staff provided an opportunity to participate in the establishment of camp objectives, program policies, and regulations including those that affect themselves?

Yes No

Rationale and Educational Supplement

Staff may participate individually or in groups. Input may be given prior to camp, during training periods, during camp operation, or following the close of the camping season.

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

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C-19:

Is there a planned orientation for staff (prior to the camp pre-camp training) which includes at least three of the following:

1. **Camp staff manual,**
2. **Reading list of available resources,**
3. **Packet of pertinent ACA materials or other publications,**
4. **Attendance at a workshop or training course,**
5. **Correspondence or personal interviews that include more than personnel policies, job descriptions, and employment agreement,**
6. **Visit to campsite,**
7. **In-school planning sessions (outdoor education)?**

Yes No

Interpretation:

"Orientation" refers to the period of time from the initial contact with the potential staff member until the beginning of pre-camp training. It is an initial step in the training and growth process for individual staff members.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

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C-20:

Is there pre-camp staff training of the following length for all program staff:

1. **Resident camp—**
    - **a) Full-time staff—at least 5 days in length on the campsite,**
    - **b) Short-term staff—at least 3 days with 1 day on campsite,**
    - **c) Outdoor education (school)—at least 3 days with 1 day on campsite?**
2. **Day camp—at least 18 hours in length, 6 of which are on the campsite?**
3. **Travel camp—at least 2 days in length in a resident situation?** Yes No

Interpretation:

"Short-term staff" are staff (paid and unpaid) who are contracted for two weeks or less excluding the training period.

Where there is more than one site with the same staff (a day camp program, for example) the camp need only meet the time requirement on one site.

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Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

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C-21:

Does pre-camp training provide opportunities for staff to:

1. **Get acquainted with each other and develop a working relationship,**
2. **Become familiar with the program resources of the site and facilities,**
3. **Understand the camp objectives and how to implement them through programs,**
4. **Learn the operational procedures,**
5. **Develop programming ideas,**
6. **Practice and/or evaluate activity skills,**
7. **Become familiar with characteristics of the camper group served, and**
8. **Become familiar with the camp philosophy about techniques and methods of behavior management?**

Yes No

Interpretation:

"Behavior management" includes techniques to encourage positive behaviors, as well as reaction to and management of disruptive or negative behaviors.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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C-22:

DNA if trip or travel camp.

Is there an in-service training program that includes at least three of the following:

1. **Regularly scheduled supervisory conferences,**
2. **Resource library,**
3. **Guided readings,**
4. **Special program activities and skill training sessions, and**
5. **Staff meetings or special training sessions relating to human behavior and group dynamics?** Yes No

Interpretation:

"In-service" refers to training that occurs during the camp season while camp is in operation. It includes methods for providing continuing education and support for staff.

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Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _________________

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C-23: ______________________________

DNA if campers requiring special attention or care are not served.

Are all staff who work with campers requiring special attention or care:

A. Instructed in proper procedures for providing the following services (as they apply):
  1. **Safe handling of wheelchairs and lifting of campers;**
  2. **Care of prescribed prosthetic and orthopedic devices such as braces, special shoes, splints, artificial limbs, etc.;**
  3. **Recognition of abrasions or sores from misfitting prostheses, wheelchairs, braces, etc.;**
  4. **Daily care including dressing, feeding, and toileting as recommended by the primary care providers;**
  5. **Handling of choking and seizures;**
  6. **Basic diabetes care including recognition and treatment of hypoglycemia; and**
  7. **Proper handling of bedwetting? Yes No**

B. Provided information (as applicable) about:
  1. **Specialized needs and limitations of individual campers, including diet, medications, extra rest, and particular physical restrictions;**
  2. **Potentially greater degree of psychosocial needs of some handicapped persons;**
  3. **Mental retardation; and**
  4. **Capabilities and abilities of individuals who are handicapped? Yes No**

Interpretation:

When only one or a small number of campers requiring special attention or care are served, it is not always necessary that the entire staff be trained in all forms of care. However, staff responsible for such care should be appropriately trained.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

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PROGRAM STANDARDS

PART I-D

PROGRAM STANDARDS (D-1 through D-18)

Program is the heart of camp. It is here that camp philosophy and objectives are implemented. The Program Standards are divided into two categories. The first category (Standards D-1 through D-14) applies to the general camp program. The second category (Standards D-15 through D-18) applies to any and all activities in the camp program which have "controlled phyiscal risk" as defined by meeting criteria listed on page 33.

Standards D-1 through D-14 provide guidelines for implementing the various elements of the definition of camping as set forth by the American Camping Association:

> Camping is a sustained experience which provides a creative, recreational and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of natural surroundings to contribute to each camper's mental, physical, social and spiritual growth.

The standards allow the flexibility for each camp to "be itself." Most standards may be met in numerous ways, providing each camp the oppportunity to take advantage of its own unique programming strengths.

"Controlled physical risk activities" require special consideration beyond the general guidelines for camp programs. Standards have been developed for some controlled physical risk activities which are common to many camps (aquatics, horseback riding, and tripping) and are listed in Part II of these Standards. It is not the intention of the American Camping Association to develop specific standards for all controlled physical risk activities, but only for those which are widely utilized in camp programs across the country.

For other controlled physical risk activities for which specific standards have not been developed, standards D-15 through D-18 should be applied. These standards address the development of safe program activities through conscientious planning and the implementation of that planning by qualified and competent leadership utilizing safe equipment. For further information, see the applicability section just prior to standard D-15.

D-1:

Is there breadth in three or more program areas?

Yes No

Interpretation:

It is important that the camp provide campers with the opportunity for breadth of experience in some activity areas, rather than offering only numerous unrelated activities in many different areas.

Aquatics, land sports, the performing arts, and trip or travel experiences are examples of program areas. The intent is to have more than one type of involvement in three or more areas. The types of involvement could encompass a variety of experiences such as: a) free play, b) instruction, c) practice sessions, d) novelty activities, e) special events, f) activities related to and integrated with another activity area, g) care of equipment, h) making equipment, and i) environmental-related knowledge and appreciations.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

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D-2:

Are campers with various levels of skill, knowledge, and experience given an opportunity to progress in three or more specific activities? Yes No

Interpretation:

Campers should be provided these opportunities regardless of their mental or physical abilities or limitations. Ideally, the capability of the child is matched to the challenge of the activity.

Rationale and Educational Supplement

Too often only beginning activities are provided in camp, especially in short-term camps. All camps regardless of duration or type should provide an opportunity for growth in at least three activity areas within a given camping session. Such progression should challenge the skill and intellect of each camper (regardless of beginning level), be an enriching experience for the camper, and may be instrumental in the return of campers from season to season.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

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D-3:

Do campers participate in program planning as demonstrated by three or more of the following:

1. **Camper councils,**
2. **Living unit planning groups,**
3. **Evaluation groups,**
4. **Off-season camper planning groups,**
5. **Groups which engage in self-initiated activities,**
6. **Special camper committees, or**
7. **Program planning groups?** Yes No

Interpretation:

"Off-season" means outside the time of an ongoing camping session. In the case of a resident camp providing year-round programming, there is not an "off-season" for the campsite. However, the camping programs will vary throughout the year, depending on emphasis, age groups, etc. "Off-season" planning in this instance can be done by campers not in residence.

"Evaluation" is used in the context of planning, that is, evaluations which form the basis for planning for the next experience.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

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D-4:

Are campers and staff encouraged to participate in self-initiated activities? Yes No

Interpretation:

Whereas standard D-3 addresses camper involvement in program planning through formal groups, the concern of this standard is whether individual campers and staff are encouraged to initiate activities, thus augmenting and modifying the regular program by taking advantage of skills and interests of the participants.

Director's Evaluation
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____ YES ____ NO

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D-5:

Is there opportunity for flexibility in programming as evidenced by willingness to modify schedules and by the encouragement of spontaneous activities? Yes No

Rationale and Educational Supplement

Great value has been found in the ability and willingness of persons to take advantage of special situations, especially those commonly referred to as "teachable or reachable moments." If a group becomes intrigued and involved with a particular activity, is it possible to continue it although schedule calls for a change? Nearly all schedules can be adjusted on occasion without harmful results even including the seemingly inflexible schedules of mealtimes or the evening bedtime hour.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

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D-6:

Are campers allowed to choose daily some of the activities in which they participate? Yes No

Interpretation:

Choice may be made on either an individual or group basis.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ______________

Evidence of Compliance
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Date/Year ________

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D-7:

Do campers assume responsibility for daily living tasks?
Yes No

Interpretation:
"Daily living tasks" include such responsibilities as housekeeping chores, grounds keeping, raising and lowering of flags, dining room responsibilities, wash house and bathroom cleaning duties.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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Date/Year ________

D-8:

Is the camp program designed to foster understanding and appreciation of individual differences and group cooperation? Yes No

Rationale and Educational Supplement

It is important in a camp committed to principles of democratic living that understanding and appreciation of individual differences (e.g., physical abilities, ethnic and cultural backgrounds, religion, and home environment) are encouraged. This can be accomplished through cooperative activities, group living situations, program opportunities, or even menu selections.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
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Date/Year ________

D-9:

Is there a policy in practice for providing counselors and program specialists with information regarding their assigned campers? Yes No

Interpretation:

The intent is not to evaluate the policy, but rather to evaluate whether the camp has given appropriate thought to providing information to staff directly involved with campers.

There should be evidence of an established procedure whereby staff learn about their assigned campers' needs and goals to foster health, safety, comfort, and maximum participation of all campers. Especially important would be matters of dietary needs, health information affecting participation, parental goals and concerns, etc.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

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D-10:

Are there opportunities to develop an understanding of, an appreciation for and a responsibility toward the natural environment as follows:

A. Activities that daily take place in or utilize the natural environment? Yes No

B. Participation in three or more of the following—

1. **Ecology projects,**
2. **Interpretation of quality of environment,**
3. **Preservation activities or projects,**
4. **Dramatic activities or projects with environmental themes, or**
5. **Other types of environmental activities or projects? Yes No**

Rationale and Educational Supplement

"Out-of-doors" and "resources of the natural environment" are important components of the ACA definition of camping. Additionally, the "Exemplary Ethical Practices for Camp Directors/Owners" also published by ACA points to the crucial importance of an ecological conscience. This standard is one of several which addresses this important issue in the camp experience and requires *daily* activities in the natural environment.

Director's Evaluation of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ________________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

_____ Following this page

_____ See Standard___________

_____ In Files: ___________

_____ Observable [Will need to visit and talk with ______________ at (facility) ______________]

Personnel Responsible:

____

Notes:

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Annual Reviews

Date/Year ________

Date/Year ________

Date/Year ________

D-11:

Are there three or more activities which intellectually challenge each age or ability level? **Yes No**

Interpretation:

The intent of the standard is to encourage development of camp programs that *challenge* the intellectual capabilities of each camper group.

Intellectual challenge is relative to each individual's current mental ability. All human beings, including severely mentally handicapped individuals, have capacity to learn.

Rationale and Educational Supplement

The ACA definition of camping calls for contribution to "each camper's mental...growth."

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Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

D-12:

Are there opportunities for campers to develop socially in at least three ways, such as:

1. **Developing communication skills,**
2. **Showing consideration for others,**
3. **Making new friends, and**
4. **Feeling comfortable relating to other campers and staff?** Yes No

Rationale and Educational Supplement

The ACA definition of camping expresses the importance of social growth of campers.

Campers with special needs including physical and mental handicaps can practice skills at their own functioning level.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

D-13:

Are there activities which permit campers to extend themselves in a physical and adventuresome manner?

Yes No

Interpretation:

There are a wide variety of activities which may provide physical challenge and adventure. The nature and type of activities will be dependent upon the abilities, ages, and background of campers.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

D-14:

Are opportunities provided for campers to practice their religious customs, and are campers free to discuss spiritual matters? Yes No

Interpretation:

An important issue addressed through this standard is whether basic religious freedoms are respected in the camp experience. The standard does NOT imply that religious programming, sponsored by the camp staff, must occur. Rather, the intent is that campers have the opportunity to practice their religious customs, even informally.

Rationale and Educational Supplement

The ACA definition of camping expresses the importance of spiritual growth of campers.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: __________
____ Observable [Will need to visit and talk with __________
at (facility) __________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

CONTROLLED PHYSICAL RISK ACTIVITIES

Standards D-15 through D-18 apply only to those activities which are considered "controlled physical risk activities" by meeting one or more of the following criteria:

1. There are safety considerations specific to the activity that require specialized training of the leadership to facilitate safe conduct of the activity.
2. The activity requires that specialized skills be possessed by or taught to participants in order that they may safely participate in the activity.
3. The activity requires specialized equipment which necessitates training in safe use.
4. The activity involves animals which necessitate training in safe handling and use.
5. The activity is conducted in an environment with which particular dangers or hazards are associated.

The camp must comply across all controlled physical risk activities offered to score YES to each standard. Some examples of activities typically scored as controlled physical risk activities include archery, riflery, rappelling, crafts which employ mechanical equipment, and woodshop.

Aquatics, horseback riding, tripping, and travel camping should NOT be scored under these standards because they are covered in separate sections of standards. It is the intent of the NSB that all aquatic activities be scored on the F standards, and all horseback riding activities on the H standards. Call the National Office if there are questions.

The worksheet in Appendix O will be utilized to score standards D-15 through D-18.

****

SCORE DNA to Standards D-15 through D-18 UNLESS *camp offers one or more controlled physical risk activities.*

****

D-15:

Does the camp have written operating procedures for each controlled physical risk activity which include at least the following topics:

- **A. Supervision—**
  - **1. Supervision methods and ratios, and**
  - **2. Staff qualifications?** Yes No
- **B. Participation and safety considerations—**
  - **1. Eligibility requirements for participation,**
  - **2. Safety regulations which are made known to both campers and staff,**
  - **3. Emergency procedures, and**
  - **4. Authoritative sources used for Parts A & B?** Yes No
- **C. Program/equipment description—**
  - **1. Skill levels included in the program,**
  - **2. Program format, activity types, and organization, and**
  - **3. Equipment care, use, and storage?** Yes No

Interpretation:

This standard requires written operating procedures while standards D-16 through D-18 deal with how these procedures are carried out in actual practice.

"Authoritative sources" could include literature, personnel, etc. Examples of authoritative sources might be a book about rappelling which includes information about safe conduct of the activity or a staff member with training and experience in the activity.

See APPENDIX for sample operating procedures and a list of agencies which can be consulted as "authoritative sources."

Director's Evaluation
of Camp Compliance

Use scoring
worksheet
following
standard
D-18

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard______________
_____ In Files: ________________
_____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

ACA CAC Score Form Page 2
(Page 2 of 3)

Camp Name ____________________ Camp Number ____________

	Yes	No		Yes	No		Yes	No		Yes	No		Yes	No
PROGRAM			D-3	☐	☐	D-6	☐	☐	D-9	☐	☐	D-11	☐	☐
D-1	☐	☐	D-4	☐	☐	D-7	☐	☐	D-10 A	☐	☐	D-12	☐	☐
D-2	☐	☐	D-5	☐	☐	D-8	☐	☐	B	☐	☐	D-13	☐	☐
												D-14	☐	☐

CONTROLLED PHYSICAL RISK ACTIVITIES SCORES
(D-15 THROUGH D-18)

☐ DNA if no controlled physical risk activities offered.

List only those activities that comply with the definition of "controlled physical risk." See page 33.

X = Yes, Complies
O = No, Does Not Comply

List activities offered:										Camp must comply across all controlled physical risk activities offered in order to score YES.
D-15 WRITTEN OPERATING PROCEDURES: A. Supervision 1. Methods and ratios 2. Personnel qualifications										D-15 A YES__ NO__
B. Participation and safety factors 1. Eligibility requirements 2. Known safety regulations 3. Emergency procedures 4. Authoritative sources										D-15 B YES__ NO__
C. Program/Equipment Description 1. Skill levels included 2. Program format, activity types and organization 3. Equipment care, use and storage										D-15 C YES__ NO__
D-16 LEADERS HAVE SKILLS SPECIFIC TO THE ACTIVITY:										D-16 YES__ NO__
D-17 LEADERSHIP COMPETENCIES: A. Ability to work with participant groups										D-17 A YES__ NO__
B. Ability to identify and manage hazards										D-17 B YES__ NO__
C. Ability to apply emergency health procedures										D-17 C YES__ NO__
D-18 EQUIPMENT USE AND CARE: A. Equipment maintained and safety checked										D-18 A YES__ NO__
B. Equipment appropriate to users										D-18 B YES__ NO__

Director's Signature ____________ Visitor's Signature ____________ Visitor's Signature ____________

Immediately after the visit distribute copies as follows:
Gold copy—retained by Lead Visitor
Pink copy—retained by Camp Director
Yellow copy—mail to Section Standards Chair
White copy—mail to ACA, Bradford Woods, 5000 State Road 67 North, Martinsville, IN 46151-7902

ACA ACCREDITED CAMP

D-16:

Do leaders in charge of each controlled physical risk activity have skills specific to the activity as evidenced by certification (when available) or attested to by documented evidence? Yes No

Interpretation:

"Documented evidence" should be written and attest to the leader's competence. Letters of reference and recommendation would typically provide the weight of evidence. Other forms of evidence such as records of leadership experience by course or program announcements, etc. may also be part of the documentation.

Observations recorded during pre-camp training may be included, but should ideally be supplemented with evidence documented from sources outside the camp. It is the Camp Director's responsibility to evaluate and document the qualifications of staff.

See the APPENDIX for information on verifying staff competency for standards D-16 and D-17.

Director's Evaluation of Camp Compliance

Use scoring worksheet following standard D-18

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard__________
_____ In Files: ____________
_____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

D-17:

Is there verification by the camp administration that the following leader competencies have been evaluated before leaders have taken charge of each controlled physical risk activity:

A. Ability to work with types of groups participating in the activity? Yes No

B. Ability to identify and manage environmental and other hazards related to the activity? Yes No

C. Ability to apply emergency health care procedures related to the activity and the participants? Yes No

Interpretation:

It is not possible to test or evaluate the competencies of each leader at the time of the accreditation visit. It is crucial, however, that camp directors act with responsibility and prudence in selecting qualified leadership for activities with such important health and safety considerations. It is the Camp Director's responsibility to evaluate and document the qualifications of staff.

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Director's Evaluation
of Camp Compliance

Use scoring
worksheet
following
standard
D-18

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard____________
_____ In Files: ____________
_____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

D-18:

Is all equipment used in controlled physical risk activities:

A. Maintained in good repair, stored in such a manner as to safeguard effectiveness, and given a safety check immediately prior to use? Yes No

B. Appropriate to age, size, and ability of the users? Yes No

Director's Evaluation of Camp Compliance

Use scoring worksheet following standard D-18

Date Reviewed ______________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

_____ Following this page

_____ See Standard______________

_____ In Files: ______________

_____ Observable [Will need to visit and talk with ______________ at (facility) ______________]

Personnel Responsible:

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Notes:

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Annual Reviews

Date/Year __________

Date/Year __________

Date/Year __________

HEALTH CARE
STANDARDS

PART I-E

HEALTH CARE (E-1 through E-17)

While camps vary in their health needs based on clientele, program, availability of trained medical persons on the camp staff, and distance from professional medical facilities, they do not vary in their need for a well-thought-out Health Care Plan to provide for the needs of campers and staff.

The American Camping Association Standards define minimums in terms of staff, facilities, and procedures for health care, but they also allow for flexibility in determining the focus of the Health Care Plan.

The Health Care Standards are applicable to all camps regardless of length of session, clientele or location.

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E-1:

Is there a written Health Care Plan in effect which is reviewed annually and specifies general procedures and responsibilities of all staff for the following areas:

A. Levels of health care:
   1. **First aid,**
   2. **Emergency medical care, including emergency transportation,**
   3. **Care by physician or hospital,**
   4. **Daily medical care (not applicable to non-medical religious camps),**
   5. **Routine health care for campers and staff,**
   6. **Supervision of camp health and sanitation practices,**
   7. **Assessment of food service staff (when food service is provided), and**
   8. **Professional therapy (when provided)? Yes No**

B. Provision of equipment and supplies? Yes No

Interpretation:

It is important that the health and administrative staff systematically evaluate the health care needs in their camp and plan the health care procedures that will be followed. General procedures describe the scope of services and provide an outline of the entire health care program. The procedures should include general practices and specifications of the services the camp will and will not provide, the personnel involved and their responsibilities, and arrangements made with community resources.

"Medical care" is care provided by licensed medical professionals such as doctors, nurses, therapists, etc.

"Routine health care" is care which can be provided by persons who are not medical professionals and may include personal hygiene, supervision of orders for prescribed medications, etc. The nature of this care may be primarily the promotion of wellness.

"Reviewed annually" refers to a review by the camp health staff and camp administration.

"Health care" may include first aid, dispensing of medications, and administration of prescribed medical treatment and health procedures as described in the standing orders or the Health Care Plan.

Rationale and Educational Supplement

It is good management practice to give careful thought to this important aspect of camp operation. Further, the time of response may be decreased and costly errors in judgment avoided if procedures are developed prior to the duress often associated with sudden illness or accident.

See the APPENDIX for a sample Health Care Plan outline.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

E-2:

Is the Health Care Plan reviewed annually by a Licensed Physician? Yes No

Interpretation:
"Reviewed" means that a Licensed Physician (preferably a physician familiar with the campsite and programming) has read the plan and made verbal or written recommendations, thus giving direction to the Health Care Plan.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed __________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard__________
_____ In Files: ____________
_____ Observable [Will need to visit and talk with __________
at (facility) __________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

E-3:

To direct, oversee, and implement health care, is there a Camp Health Supervisor available who holds the following qualifications:

1. **If a day camp not otherwise specified below—a Licensed Physician or Registered Nurse is on site or is available by phone at all times when campers are present, or**
2. **If a resident camp not otherwise specified below— a Licensed Physician or Registered Nurse is available daily on site when campers are present, or**
3. **If camp primarily serves persons with special medical needs (day or resident)—a Licensed Physician or Registered Nurse is on site at all times when campers are present, or**
4. **If a non-medical religious camp (day or resident)—an individual meeting qualifications specified in writing by the religious program is available daily on site when campers are present?** Yes No

Interpretation:

This individual is responsible to implement the Health Care Plan. All personnel (licensed, registered, etc.) should be appropriately licensed to practice in the state in which the camp operates.

"Available daily on site" means there is time each day when a person so licensed is on the property. Their purpose in being on site is to help implement the Health Care Plan.

For camps primarily serving persons with special medical needs, provision must be made for similarly qualified substitutes when the physician or RN must be away from camp for more than 12 hours for a resident camp or more than 1 camper day in a day camp. For periods less than this, a Licensed Practical Nurse or a nurse who has completed all training for the nursing degree/diploma and who is approved by the Camp Health Supervisor may be used to substitute for the physician or RN.

The provision of health care in this standard should be consistent with the care required by the Health Care Plan in standard E-1.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

E-4: (PART A PREREQUISITE)

To provide first aid, is there staff with the following qualifications on duty in camp at all times when campers are present:

***A. Licensed Physician, Registered Nurse, Emergency Medical Technician, Paramedic, or a person certified in American Red Cross Standard First Aid (minimally) or the equivalent?** Yes No

B. A person certified in Cardiopulmonary Resuscitation (CPR) from the American Red Cross, American Heart Association, or the equivalent? Yes No

Interpretation:

In spite of their certification, persons listed in Part A are not necessarily trained to administer first aid or emergency care in the camp setting where access to specialized equipment is often limited.

LPNs and Physician's Assistants are not equivalent by virture of their title in light of their lack of training in emergency care. If such emergency training can be documented, they would qualify.

These certifications may be carried by more than one person, but a staff member with these qualifications should be in camp during all periods of program operation.

"On duty" means available in camp to render assistance if necessary.

According to the American Red Cross, the Multi-Media course is a technique for teaching Standard First Aid and therefore, meets the requirement of this standard.

"Certified" means valid current certification. It is the responsibility of the Camp Director to document "equivalent" certification in terms of content and hours of course.

Director's Evaluation of Camp Compliance

	YES	NO
+ A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:
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Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

E-5:

Are all staff who are responsible for providing health care:

1. **Trained to provide care according to specific written procedures, and**
2. **Trained to use supplies and equipment with which they are furnished?** Yes No

Interpretation:

"Health care" may include first aid, dispensing of medications, and administration of prescribed medical treatment and health procedures as described in the standing orders or the Health Care Plan.

This standard does not imply that equipment and supplies must be used.

Rationale and Educational Supplement

The Health Care Plan (E-1) provides a *general outline* of procedures, and this standard requires *specific instruction* to carry out those procedures.

It is important that individuals not be given responsibilities or equipment that they are not prepared to handle. Training could include both certification programs and training conducted by professional medical personnel and other trained and experienced staff.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard ________
____ In Files: ________
____ Observable [Will need to visit and talk with ________
at (facility) ________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

E-6:

DNA if 1) a non-medical religious camp, or 2) all health care is provided by licensed physicians.

Are standing orders annually approved in writing by a Licensed Physician and do they include procedures for the following:

1. **Initial health screening (except in day camps), and**
2. **Routine health care and medical treatment?**

Yes No

Interpretation:

"Standing orders" are written directions from a Licensed Physician which, in addition to outlining health screening procedures, describe the medical care to be administered in camp. They detail the responses which should be made to particular health needs as well as when and how particular treatments are to be administered.

See the APPENDIX for a sample outline of standing orders.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:
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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

✱E-7: (PREREQUISITE)

Are health histories which meet the following requirements obtained for all campers and staff:

1. **Signed (by parent or guardian if camper or staff member is a minor),**
2. ***Completed within 6 months of camp attendance,***
3. **Include the following information—**
   - **a) Record of past medical treatment, immunizations, and allergies (except for non-medical religious camps),**
   - **b) Description of any health conditions requiring special consideration,**
   - **c) Signed permission for camp to seek necessary emergency medical treatment or, in the event of a non-medical religious camper or staff, a signed religious waiver?** Yes No

Interpretation:

The first signature required in #1 serves as evidence that the parent or guardian has supplied the information and that it is up-to-date and correct. The signed release requested in #3c is permission to acquire emergency medical assistance. There may be instances when parents or guardians may refuse to sign such a release. In that event, the camp should have written record of such a refusal to be in compliance with this standard.

The exclusion in #3a is for "non-medical religious camps" and not for non-medical religious participants in other camps. The exclusion in #3c is for "non-medical religious participants."

If computerized health forms are used, the camp must verify that the information has been updated correctly. This could be accomplished by parental signatures on updated printouts.

See the APPENDIX for a sample health history and a sample religious waiver form.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ________________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

E-8:

DNA if a non-medical religious camp.

Has each camper and staff member had a health examination within 24 months of camp attendance as evidenced by a health examination form signed by a Licensed Physician? Yes No

Interpretation:

When exemption from a physical examination is requested for religious reasons by individual campers or staff, the camp should be provided with a signed statement attesting that there is no physical impairment which interferes with camp activity and that the individual is also free from communicable or contagious disease. The statement should release the camp from responsibility for any impairment of health resulting because of this exemption.

When Licensed Physicians conduct health examinations on campers and staff upon arrival, there is compliance with the intent of this standard.

Rationale and Educational Supplement

This is a minimum standard applicable to the total spectrum of camps. Camps serving clientele with particular needs or engaging in stressful types of activities would probably require more frequent health examinations.

See the APPENDIX for a sample health examination form.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

✱E-9: (PREREQUISITE)

DNA if a day camp.

Are the physical conditions of all campers and staff screened immediately before departure for or upon arrival in camp by persons qualified as follows:

1. Resident camp—
  a) Licensed Physician, or
  b) Registered Nurse, or
  c) An adult approved in writing by a Licensed Physician who is following the specific written directions of that physician?
2. Camp primarily serving persons with special medical needs—
  a) Licensed Physician, or
  b) Registered Nurse, or
  c) Graduate Nurse or Licensed Practical Nurse under the immediate supervision of a Licensed Physician or Registered Nurse?
3. Non-medical religious camp—
  a) Christian Science Graduate Nurse, or
  b) Camp Health Supervisor? Yes No

Interpretation:

"Before departure for" means screening conducted at bus pickup points or group departure points just prior to the campers leaving for camp.

"Upon arrival" means screening conducted as close to the time of arrival in camp as possible, but no longer than 24 hours after arrival.

The purpose of "screening" is to: a) identify any observable evidence of illness or communicable disease, b) update the health history, and c) check medications in use by the camper or staff member.

Particular attention should be paid to allergies, dietetic restrictions, or other medical concerns.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
_____ See Standard_______________
_____ In Files: _______________
_____ Observable [Will need to visit
and talk with _______________
at (facility) _______________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

E-10: (PARTS A and B PREREQUISITE)

Are the following medical records maintained for use during camp, and are they kept for a period of statutory limits or for a period advised by legal counsel:

***A. A daily medical log kept in a bound book which has pre-printed page numbers and lined pages and in which the following information is recorded in ink with no lines skipped—**

1. **Date, time, and name of person injured or ill,**
2. **General description of injury or illness,**
3. **Description of treatment (if administered),**
4. **Initials of person evaluating and treating?** Yes No

***B. Accident reports completed for all accidents resulting in injury requiring professional medical treatment?** Yes No

C. Health history and health examination forms when available? Yes No

Interpretation:

Statutory limits include both state and local regulations and often vary according to types of records. Because it is common for regulations concerning statutory limits to change from time to time, it is recommended that there be consultation with a lawyer to assist in ascertaining the current requirements for specific types of records.

The administration of drugs on a daily, routine schedule to a number of campers may be recorded in one entry at the end of the session by appending daily medication records to the log.

"Professional medical treatment" includes all medical attention by or consultation with a Licensed Physician.

Computerized records are not acceptable under this standard because there is not a method of ascertaining when records have been altered.

Generally, information noted in the log is not as specific as is required for accident reports. The key is that detailed accident information be readily available if needed including names of witnesses, location of accident, and other pertinent details. Accident report forms should be in conformity to policies and requirements established in the Risk Management Plan (B-11).

When an Accredited Camp is leasing from a separately owned Approved Site, the lease agreement should specify who will maintain the original copy of the medical records required by this standard.

Director's Evaluation
of Camp Compliance

	YES	NO
*A.	_____	_____
*B.	_____	_____
C.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard____________
_____ In Files: ______________
_____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

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E-11:

Are there written procedures for providing routine health care, first aid, and emergency medical care away from the health care facility which include:

1. **Policies for recording information and appending such information, as soon as possible, to the daily medical log, and**
2. **Completion of an accident report form for injuries requiring professional medical treatment? Yes No**

Interpretation:

It is common practice in many camps to provide certain types of elementary first aid away from the health care facility (both in and out of camp). It is important that all instances of first aid be recorded. This includes first aid and other treatment administered while on trips or excursions.

"Professional medical treatment" includes all medical attention by or consultation with a Licensed Physician.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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E-12:

DNA if drugs are not kept in camp.

Are all drugs (including those needing refrigeration):

1. **Stored under lock or in the controlled possession of the person responsible for administering them, and**
2. **Dispensed only under the specific directions of a Licensed Physician?** Yes No

Interpretation:

"Drugs" include all prescription medications, as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., aspirin, cold tablets, etc.). The intent of the standard is to prevent accidental and unauthorized use of potentially hazardous substances.

Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator.

"Controlled possession" means that drugs are carried by the individual responsible for administering them, or that the individual is immediately supervising all drugs to prevent access by unauthorized persons. For example, if drugs are poured in preparation for administration, there is no circumstance in which they are left unattended or unwatched.

It is most desirable to have medications locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the infirmary or first aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health care staff.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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E-13:

Is there an infirmary or health care shelter available to handle first aid and emergency cases which provides:

A. The following minimal facilities—
  1. Protection from the elements,
  2. First aid and dispensary area,
  3. Available toilet(s), and
  4. Available water for drinking and cleaning? Yes No

DNA B and C if a day, trip or travel camp.

B. One bed per 50 campers and staff? Yes No
C. A light visible from the outside at night? Yes No

Interpretation:

Part A of this standard defines the elements of an "infirmary" or "health care facility." Trip and travel camps may meet "A" by designating a specific area for temporary use.

"Available" toilets and water does not require that such toilets or running water be located in the health care facility. However, toilets should be located within a convenient proximity so that ill or injured persons have easy access. Sufficient amounts of water for cleansing and drinking should be on hand.

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	_____	_____	
B.	_____	_____	_____
C.	_____	_____	_____

Date Reviewed ______________

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Personnel Responsible:
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E-14:

Is there continual supervision of campers in the infirmary or health care shelter? Yes No

Interpretation:

"Continual supervision" means that at least one staff member is always present when campers are in the infirmary for health or medical reasons, either the health care supervisor or a staff member who is following the directions of the supervisor.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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E-15:

DNA if trip or travel camp.

Are the following provisions for health care and medical treatment available at all times:
1. An area which provides quiet and privacy, and
2. An isolation area? Yes No

Rationale and Educational Supplement

Although some camps because of size or duration of stay may provide more extensive care and may need full time areas which provide privacy and quiet, other camps may not have such a need. Every camp, however, should have a plan to accommodate the needs of an ill or injured person requiring privacy, quiet, or seclusion.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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E-16:

DNA if no overnight trips occur in the camp program.

Is there, accompanying all overnight trips, a person who is:

1. **Oriented by the Camp Health Supervisor to provide for routine health care needs of the participants,**
2. **Trained to handle life threatening medical emergencies related to the health conditions of the participants and the environmental hazards associated with the area, and**
3. **Trained in emergency procedures?** Yes No

Interpretation:

"Overnight trips" refers to an overnight which may be on or off camp property where health care assistance is not readily available.

"Life threatening medical emergencies related to the health condition of the participants" refers to known or reasonably expected potential emergencies related to known health conditions of the participants. If a child has epilepsy, a staff member should be trained in how to handle seizures. Or if a child is known to be allergic to bee stings, a person should be specifically oriented and/or trained to handle that potentiality.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
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E-17:

DNA unless camp primarily serves persons with special medical needs.

To meet special medical needs of participants is the following available:

- **A. A system for evaluating the camp's ability to meet participant's special medical needs prior to enrollment?** Yes No
- **B. Sufficient medical staff to meet the needs of participants equivalent to minimums established in the Appendix; or if ratios are not addressed in the Appendix, staff as approved in writing by a Licensed Physician?** Yes No
- **C. Information about the camp's philosophy and health management practices shared with parents/participants prior to enrollment so they can identify the camp's approach to medical concerns?** Yes No

Interpretation:

"Special medical needs" include all handicapping conditions which require special medical or health attention or care while the participant is in camp e.g., chronic conditions such as insulin dependent diabetes, epilepsy; illnesses such as cancer; physically disabling conditions such as spina bifida; etc.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA _____

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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STANDARDS FOR SELECTED PROGRAMS

PART II—STANDARDS FOR SELECTED PROGRAMS

The standards in Part II are applicable only if a camp offers programs in these areas:

Part II-F Aquatic Standards (F-1 through F-17)
Part II-G Tripping Standards (G-1 through G-19)
Part II-H Horseback Riding Standards (H-1 through H-17)
Part II-I Travel Camping Standards (I-1 through I-21).

Administrators will want to study the definitions listed at the beginning of each program area to determine the applicability of the standards to their situation. In all situations, once the definition criteria have been met, the standards are applied regardless of location of the activity (on or off camp property) and regardless of the number of such activities during the season. One aquatic activity or one trip which meets the definitions at the beginning of the section requires that the standards be met and scored.

PART II-F

AQUATIC PROGRAMS (F-1 through F-17)

The Aquatic Standards are to be applied to all participants in all aquatic activities sponsored by the camp. Further, they are to be applied at all locations, whether on the campsite or off camp property (state park, public pool, rivers, etc.), where aquatic activities sponsored by the camp occur.

ENTIRE SECTION DNA ____

The Aquatic Standards are to apply to all activities that are "potentially hazardous" and are held in, on, or near water. Exceptions might include activities near water of such a depth that participants could remain above water in the event that they lose their footing. Wading in water of ankle depth would be an example of such an excluded activity. Care should still be exercised since drownings can occur in water of very shallow depth.

When activities are planned near bodies of water, lifeguarding precautions are often required. If it is possible that a person could be in the water (intentionally or unintentionally), and if rescue would require the skills of someone trained in more than elementary, non-swimming forms of rescue, the Aquatic Standards would apply. Fishing from a dock over water with depth above waist level of the participants is an example of such an activity.

These standards do apply to swimming (instructional and recreational), boating, scuba diving, skin diving, waterskiing, windsurfing, synchronized swimming, and to other potentially hazardous activities in, on, or near the water.

"Certification" as used in these standards denotes that the individual holds the appropriate level of certification, and that such certification is current (it has not expired).

"Equivalent certification" has been used throughout these standards to allow for certifications which may come from other countries. A chart of some such certifications is included in the APPENDIX. When information is not available in the APPENDIX, it is the responsibility of the Camp Director (not the visitor) to see that equivalency is determined and documented. Key information in determining equivalency would include content covered, skills taught, and hours of instruction. These ratings must match or exceed those levels identified in the standards. Often, the certifying body from the country in question will be able to identify equivalencies upon request.

Age has been used as one criterion for leadership qualification. See the statement in the Personnel Standards (Part I-C) for the rationale for using age in this manner.

Definitions

AQUATIC ACTIVITY: Any activity (recreational or instructional) occurring in, on, or near potentially hazardous water.

AQUATIC AREA: The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, or a lake, or any other body of water. On a lake, there may be several aquatic areas, one for swimming, another for boating, and another for waterskiing.

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F-1:

DNA unless camp uses aquatic facilities or services administered by individuals or groups not connected with the camp.

Is there a current signed agreement with providers of aquatic services which specifies responsibility for compliance with ACA Aquatic Standards? Yes No

Interpretation:

The purpose of the standard is to define who is responsible to meet the standards listed below to assure a safe aquatic program.

This standard applies only to those camps which use aquatic facilities on a regular basis which are administered by individuals or groups not connected with the camp. It is not necessary for the purposes of the standard to have such an agreement with a facility used once or twice a season, unless that use is regular (whether daily, weekly, or monthly) and/or is an advertised part of the camp program.

It is the responsibility of the Camp Director to see that all aquatic programs in the camp experience are conducted safely.

The agreement should specify which standards the Provider is responsible to meet. Compliance with all other Aquatic Standards is then the responsibility of the camp.

"Current" means that the agreement has been signed close to (within a few months at most) the beginning of the actual period of service.

See the APPENDIX for a sample agreement.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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F-2:

DNA if only staffed public facilities are used.

Is there a person or persons who oversee all aquatic facilities, staff, and program operations and meets the following qualifications:

A. Is at least 21 years of age? Yes No

B. Has previous experience in a management or supervisory position at a similar aquatic area of at least 6 weeks duration? Yes No

C. Holds or has evidence of having held one of the following certifications—

- **1. WSI from the American Red Cross, or**
- **2. Aquatic Instructor BSA, or**
- **3. YMCA Instructor in Swimming and Lifesaving, or**
- **4. Equivalent certification?** Yes No

Interpretation:

It is important that a qualified, experienced individual be designated to oversee and administer aquatic program(s). Certification alone does not indicate that an individual has administrative experience in the broader aspects of aquatic management.

Separate aquatic areas (such as pools, lakes, etc.) within the camp may have different persons serving in this function to oversee the program. Although the Camp Director or a person holding another position may meet the criteria described in this standard, in most cases an individual serving fulltime as Aquatic Manager is needed.

The chart in the APPENDIX should be completed to help in the evaluation of standards F-2, F-3, F-4, F-5, and F-8.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed __________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

F-3:

Is there present at all activities a person or persons who posess qualifications specific to the following activities:

DNA A if swimming instruction does not occur.

A. Swimming instruction—Current WSI from the American Red Cross, YMCA Instructor in Swimming and Lifesaving, Aquatic Instructor BSA, or equivalent certification? Yes No

DNA B if small craft activities do not occur.

B. Small Craft—Current Small Craft Instructor rating from the American Red Cross or other equivalent certification; or documented experience indicating knowledge and skill in teaching and/or supervision specific to the boating activities conducted? Yes No

DNA C if scuba diving does not occur.

C. Scuba Diving—Current Scuba Instructor rating from the Professional Association of Diving Instructors (PADI), National Association of Underwater Instructors (NAUI), Scuba Schools International (SSI), YMCA, or equivalent certification? Yes No

DNA D if instructional activities other than those listed in Parts A, B, and C do not occur.

D. Other Instructional Activities—Current Instructor rating from nationally recognized certification programs, or documented experience indicating knowledge and skill in teaching specific to the activity? Yes No

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	____
B.	____	____	____
C.	____	____	____
D.	____	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Date/Year ________

F-4:

Are the following lifeguarding procedures in practice at each aquatic activity:

A. Minimum ratios of participants to lifeguards and lookouts have been established in writing for each activity in accordance with the type of activity, the area, and the characteristics of the participants? Yes No

B. All guards are out of the water continuously guarding and located in positions from which they can continuously observe and quickly assist any participant? Yes No

Interpretation:

"Lookouts," sometimes called "watchers" or "observers," may be any staff member assigned by and under the direct supervision of certified aquatic personnel. Each lookout should be oriented to procedures for the aquatic activity and site and be oriented in elementary emergency assistance. It is highly desirable that each lookout hold certification such as American Red Cross Basic Water Safety, YMCA Aquatic Safety, or BSA Lifesaving Merit Badge.

"Out of the water" may be on the dock or in a boat stationed to observe and able to quickly assist participants if necessary.

Rationale and Educational Supplement

Minimum ratios have not been specified primarily because the variables listed in the standard (type of activity, particulars of the area, and characteristics of the participants) may require a wide range of "safe" minimum ratios. Trained persons with a background in aquatic management and guarding along with camp management are best qualified to evaluate the particular conditions of the camp aquatic program and establish meaningful, relevant, safe ratios. It is not possible to establish a single minimum ratio that would be safe and fair across the diversity of camp aquatic programs and activities.

See the APPENDIX for factors to consider in establishing ratios.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed ______________

Evidence of Compliance
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and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Date/Year ________

F-5:

DNA if instructional activities are not conducted.

Are the following conditions met at all instructional activities:

A. The entire activity is appropriately guarded (if the certified instructor and all participants are in the water, a lookout must be out of the water continuously guarding)? Yes No

DNA B if non-certified instructional assistants are not used.

B. If non-certified instructional assistants are used they function under the direct on-site supervision of a certified instructor, follow the specific directions of that instructor, and possess rescue skills appropriate to the activity? Yes No

Interpretation:

"Appropriately guarded" means that the lifeguarding requirements specified in standards F-4 and F-6 are in effect at all instructional activities. An exception is made here because instructional activities typically involve small numbers of participants. This standard allows the instructor to be counted in the guarding ratio when in the water.

"Non-certified instructional assistants" are teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	____

Date Reviewed ____________

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Personnel Responsible:

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Date/Year ________

F-6: (PART A PREREQUISITE)

Are persons, who meet the following qualifications, guarding all aquatic activities:

***A. Certification—Holds one of the following:**
  1. American Red Cross Advanced Lifesaving or Lifeguard Training, or
  2. YMCA Lifeguard, or
  3. Lifeguard BSA, or
  4. Royal Lifesaving Bronze Medallion, or
  5. Equivalent certification? Yes No

B. Skill—Has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded? Yes No

Interpretation:

The skills in Part B should be verified by the administrator of the aquatic program. The Camp Director and/or administrator should be able to explain the conditions and procedure under which such skills were demonstrated.

It is possible to have current WSI certification and not have current Advanced Lifesaving certification. The Advanced Lifesaving certification should be checked in addition to the WSI certification.

Director's Evaluation
of Camp Compliance

	YES	NO
*A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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F-7:

DNA if lookouts are not used.

Has each lookout demonstrated elementary forms of non-swimming rescue and been oriented to guarding and emergency procedures? Yes No

Interpretation:
See F-4 for definition of lookout.

It is the responsibility of the administrator of the aquatic program to evaluate skills and assign appropriate duties. The Camp Director and/or aquatic administrator(s) should be able to explain the conditions and procedure under which such skills were demonstrated.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
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Personnel Responsible:

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Date/Year _________

F-8:

Is there present at each aquatic area one or more persons holding the following certifications:

A. Standard First Aid (minimally) from the American Red Cross or the equivalent? Yes No

B. Cardiopulmonary Resuscitation from the American Red Cross, the American Heart Association, or the equivalent? Yes No

Interpretation:

According to the American Red Cross, the Multi-Media course is a technique for teaching Standard First Aid and therefore, would meet the requirement of this standard.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:
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F-9:

Prior to participating in aquatic activities is each participant:

1. **Evaluated and classified as to swimming ability (and, as appropriate, other aquatic skills), and**
2. **Assigned to areas, equipment, facilities, and activities commensurate with his/her abilities? Yes No**

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

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(Written Documents, Supporting
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Date/Year ________
Date/Year ________

F-10

Is there a safety system in effect at all aquatic activities that enables lifeguards to quickly account for all participants?

Interpretation:
The "buddy system" is a common example of a safety system for swimmers. It is not the only safe system, and others may be employed to meet this standard. Tag boards and equipment check out systems may be more appropriate for boating or other aquatic activities.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
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Personnel Responsible:

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F-11:

DNA if camp program does not utilize a swimming pool.

If a swimming pool is used, are the following conditions met:

- **A. Access is controlled by a physical barrier? Yes No**
- **B. Rescue equipment is readily available and in good repair? Yes No**
- **C. Water depths are clearly marked? Yes No**
- **D. The pool is maintained in safe condition as evidenced by:**
  - **1. Non-skid, non-abrasive deck,**
  - **2. Chemicals safely stored,**
  - **3. Drains covered and clear of debris, and**
  - **4. Potentially dangerous items such as glass kept out of pool area? Yes No**
- **E. Pool is maintained in a sanitary condition as evidenced by procedures in practice for providing:**
  - **1. Appropriate pH levels,**
  - **2. Proper skimming and filtering, and**
  - **3. Control of algae? Yes No**

Interpretation:

"Rescue equipment" may include ring buoys, reaching devices, first aid equipment, etc.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____
E.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

F-12:

DNA if natural bodies of water are not used for aquatic activities.

If a natural body of water is used for aquatic activities are the following conditions met:

A. Methods of controlling camper access? Yes No

B. Rescue equipment is readily available and in good repair? Yes No

DNA C if potentially dangerous water conditions do not exist.

C. All potentially dangerous water conditions (drop-offs, rapids, submerged objects, etc.) are eliminated, or activities near them are controlled? Yes No

Interpretation:

"Methods of controlling camper access" does not necessarily imply physical barriers, but may also include methods such as education, posting regulations, etc.

"Rescue equipment" may include ring buoys, reaching devices, designated rescue boats, etc.

When using unfamiliar natural bodies of water, compliance with this standard can be maintained by providing adequate instruction to participants. They should be familiar with regulations regarding access to the water, methods of recognizing hazardous water conditions, and appropriate means of rescue in an emergency.

Director's Evaluation
of Camp Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________

F-13:

Is there a written emergency and accident plan which deals specifically with near-drownings and other aquatic accidents that is rehearsed, reviewed annually and revised as necessary? Yes No

Interpretation:

This standard is auxiliary to standard B-21 which deals with emergency communication plans and should also be in effect.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

F-14:

DNA if persons in wheelchairs are not near bodies of water (natural or man-made).

Are seatbelts or ties removed from all persons who are in wheelchairs and in watercraft or near bodies of water?
Yes No

Interpretation:
"Near bodies of water" includes all locations from which there is a possibility of the chair rolling into the water.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
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****

DNA F-15 through F-17
if Watercraft Activities do NOT occur.

****

F-15:

Are personal flotation devices (PFD'S):

A. Safe for use as evidenced by:
  1. U.S. Coast Guard approval,
  2. Proper size and fit for each user,
  3. Bouyancy, as tested annually, sufficient to support designated weight,
  4. A safety check given immediately prior to use? Yes No

B. Carried (either worn or immediately available) in all watercraft sufficient in numbers for all persons on board? Yes No

DNA C if non-swimmers do not use small craft.

C. Worn by all non-swimmers in small craft? Yes No

DNA D if none of the following activities occur.

D. Worn by all persons engaged in any of the following activities or conditions:
  1. High speed motor boat operation,
  2. White water or strong currents,
  3. Watercraft of any kind in high wind or inclement weather,
  4. Operation of a watercraft by one person except when assistance is readily available, or
  5. Waterskiing—except for the driver and participants in trick, show, or barefoot skiing when alternate safety devices are in use? Yes No

Interpretation:

Regarding Part C, the intent of the standard is to protect non-swimmers in craft known to capsize easily (such as canoes, rowboats, kayaks, and sailboats under 26 feet). It is not intended to require PFD's at all times on larger powered craft not known to capsize easily such as cruise ships, liners, or other craft with sleeping facilities.

Regarding Part D #5, "alternate safety devices" include wet suits with built-in flotation or other flotation devices recommended for trick, show, or barefoot skiing.

Director's Evaluation
of Camp Compliance

ENTIRE SECTION DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
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____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Date/Year ________

F-16:

Have all persons using watercraft been given preliminary training in boarding, debarking, as well as safety procedures for the appropriate craft?

Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
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and talk with ______________
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Personnel Responsible:

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Date/Year __________
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F-17:

DNA if small craft which are known to capsize easily are not used.

Have all persons using small craft which are known to capsize easily been provided the following preliminary training in the appropriate craft:

A. Self-rescue in capsize or swamping situation? Yes No

B. Boat handling, trimming, loading and changing positions? Yes No

C. The use of PFD's including donning and floating in water of a safe depth (when possible)? Yes No

Interpretation:

"Small craft which are known to capsize easily" include canoes, kayaks, small sailboats, etc.

"Water of a safe depth" is water in which the participant could easily regain his/her footing and stand up.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

PART II-G

TRIPPING STANDARDS (G-1 through G-19)

Tripping Standards apply to any activity sponsored by the camp which meets the definition of "trip camp" or "trip camping."

ENTIRE SECTION DNA ____

Definitions

TRIP CAMP: A camp whose area of program specialization is tripping, but may do other activities; to distinguish from a travel camp, see definitions in Travel Camping section.

TRIP CAMPING: A program in which a group of individuals who are mobile, moving under their own power or by transportation which permits individual guidance of the vehicle or animal (e.g. bicycle, canoe, horse, sailboat, snowmobile), traveling from one campsite to another exceeding two nights, as differentiated from overnight camping.

TRIPPING: For purposes of these standards, synonomous with trip camping.

OUTPOST CAMPING: An extension of a base camp where the campers remain on the same site for a period of time.

OVERNIGHT CAMPING: An experience of staying out at night, cooking and sleeping in the out-of-doors.

DAY TRIPS: A trip away from the base camp (resident or day) where the campers move under their own power or by non-motorized transportation with the destination being a particular point or the nature of the route providing the experience.

HIKING: Groups or individuals traveling on foot.

Applicability of the Standards

TO TRIP CAMPS: A CAMP which is exclusively a TRIP CAMP must be scored on Part I, Sections B, C, D, and E. Standards D-15 through D-18 apply to any controlled physical risk activities which are part of the camp program in addition to tripping, aquatics, and/or horseback riding. Any applicable Part II sections shall apply to appropriate activities, including the Tripping Standards.

TO TRIPPING: As a PROGRAM or ACTIVITY, whether as an occasional activity or as a specialty, the Tripping Standards below must be met.

TO OUTPOST CAMPING, OVERNIGHT CAMPING, DAY TRIPS or HIKING: As an ACTIVITY, the standards below do not apply. Such activities may be scored as controlled physical risk activities under standards D-15 through D-18, if they meet the criteria on page 33.

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G-1:

DNA unless camp uses tripping services administered by individuals or groups not connected with the camp.

Is there a current signed agreement with providers of tripping services which specifies responsibility for compliance with ACA Tripping Standards? Yes No

Interpretation:

The purpose of the standard is to define who is responsible to meet the standards below to assure a safe tripping program.

This standard applies only to those camps which USE tripping services administered by individuals or groups not connected with the camp, regardless of the frequency of use of that tripping service.

The agreement should specify which standards the provider of equipment, facilities, or services is responsible to meet. Compliance with all other Tripping Standards is then the responsibility of the camp.

"Current" means that the agreement has been signed close to (within a few months at most) the beginning of the actual period of service.

See the APPENDIX for a sample agreement.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ______________
____ In Files: ______________
____ Observable [Will need to visit and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

G-2:

Leading each trip is there a trip staff member who:
- **A. Is at least 19 years of age?** Yes No
- **B. Possesses documented:**
  - **1. Skills,**
  - **2. Endorsements/observations of good judgment and ability to assume leadership independently, and**
  - **3. Experience in leading trips of similar size, duration, and mode of travel?** Yes No

Interpretation:

Endorsements or observations should preferably be from others who have observed the candidate in a similar leadership situation. Such references could be in letter form, or could be written notes from a phone conversation with date, individual, and their qualifications noted.

The chart in the APPENDIX should be filled out to help in the evaluation of standards G-2, G-3, G-4, G-5, and G-19.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: ______________
____ Observable [Will need to visit and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

G-3:

Accompanying each trip is there:

1. **At least one additional staff member who is at least 18 years of age, or**
2. **If a group has 6 or fewer participants who are at least 14 years of age and have been selected and prepared to share leadership responsibilities and meet emergency situations—a minimum of one experienced trip staff member who is at least 19 years of age?** Yes No

Rationale and Educational Supplement

Appropriate supervision is essential and may be even more important away from the resources and backup available at the main campsite. The minimum supervision ratios given in standards C-4 and C-5 should be maintained at all times. Experience, judgment, and age are all recognized indicators of leadership capability.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard________
____ In Files: ________
____ Observable [Will need to visit and talk with ________
at (facility) ________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

G-4:

Do trip staff members possess knowledge and skills related to the following areas to prepare them to handle emergency situations:

1. Type of activities,
2. Geography,
3. Climate, and
4. Health and accident procedures? **Yes No**

Interpretation:

It is the Camp Director's responsibility to ascertain whether staff are qualified for the duties to which they are assigned. Therefore, the Camp Director should be able to explain how these competencies were determined and assessed.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________

G-5:

Is there at least one person on each trip holding the following certification:

A. American Red Cross Standard First Aid or the equivalent? Yes No

B. Cardiopulmonary Resuscitation from the American Red Cross, American Heart Association or the equivalent? Yes No

Interpretation:

This individual may be any trip participant. Judgment should always be used in selecting persons qualified to assume this important role whether they be campers or staff members.

According to the American Red Cross, the Multi-Media course is a technique for teaching Standard First Aid and therefore, would meet the requirement of this standard.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
_____ See Standard___________
_____ In Files: ___________
_____ Observable [Will need to visit
and talk with ___________
at (facility) ___________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

G-6:

Is the physical condition of each camper and staff member screened within 12 hours of departure and return of each trip by one of the following persons:

1. **Licensed Physician,**
2. **Registered Nurse,**
3. **An adult approved in writing by a Licensed Physician who is following the specific written directions of the physician, or**
4. **If camp primarily serves persons with special medical needs—**
   - **a) Licensed Physician, or**
   - **b) Registered Nurse, or**
   - **c) Graduate Nurse or Licensed Practical Nurse under the immediate supervision of a physician or Registered Nurse,**
5. **If a non-medical religious camp—**
   - **a) Christian Science Graduate Nurse, or**
   - **b) Camp Health Supervisor?** Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

G-7:

Do the trip leaders know how to obtain medical assistance on the trip, and is a record of the exact locations of medical assistance carried on the trip?

Yes No

Interpretation:

Planning for medical assistance is essential as a prudent precaution. The exact locations may be carried in various forms including maps which are marked with locations, addresses, and/or phone numbers of known emergency medical facilities and locations where phone access is possible.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

G-8:

Does the trip leader possess the following emergency medical information for each member of the trip group:

- **A. Copies of health histories?** Yes No
- **B. Insurance information sufficient to obtain medical assistance if necessary?** Yes No
- **C. Signed release for emergency treatment or a signed religious waiver exempting them from medical treatment?** Yes No

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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G-9:

Is a written itinerary filed with the base camp; or, in the absence of a base camp, with a responsible individual; and with jurisdictional authorities (when they are available and will accept itineraries)? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard____________
____ In Files: ____________
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Personnel Responsible:

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Date/Year ________

G-10:

Are there written procedures in practice for conducting each trip with minimal environmental impact including policies regarding:

A. Group size limits—based upon the environmental carrying capacity of the site(s) and do not exceed limits set by other jurisdictional authorities? Yes No

B. Refuse disposal—requiring all refuse be carried out or disposed of in accordance with regulations governing each area? Yes No

C. Soap—only biodegradable and non-detergent soap is used at campsites? Yes No

****

DNA D and E if permanent disposal facilities are used exclusively.

****

D. Human waste disposal sites—located a minimum of 100 feet from any water supply, trail, or campsite? Yes No

E. Human waste—disposed of in a manner which accelerates decomposition, is an environmentally sound practice, and is not offensive to other campers? Yes No

Director's Evaluation
of Camp Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	
D.	____	____	____
E.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

G-11:

Are trip leaders aware of all permissions required (site use, fire, etc.) for all trip sites and are necessary permissions obtained prior to use of the site(s)? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________

G-12:

Is all drinking water obtained from tested and approved water supplies or purified by either boiling or chemical treatment? Yes No

Interpretation:

"Tested and approved water supplies" applies only to water that is regularly tested and approved by local, state or regional health officials or other certified testing laboratories.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard_______________
_____ In Files: _______________
_____ Observable [Will need to visit
and talk with _______________
at (facility) _______________]

Personnel Responsible:

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Annual Reviews
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Date/Year __________
Date/Year __________

G-13:

DNA if single service food utensils are used exclusively.

Are all food utensils cleaned and sanitized after each use, as well as protected from contamination between use?
Yes No

Interpretation:
"Food utensils" in this instance refers to all reusable equipment used in preparing, cooking, or serving food.

Protection between use would include carrying clean utensils in protective bags, etc.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
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at (facility) _______________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

G-14:

Is food prepared and stored under safe and sanitary conditions with particular care given to maintaining perishable foods at proper temperatures? Yes No

Interpretation:
The "proper temperature" for perishable foods is 45 degrees F. or less.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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Date/Year ________
Date/Year ________

G-15:

DNA if camp stoves are not used.

Are all persons using camp stoves instructed in their proper use and care, and supervised until competency is demonstrated? Yes No

Interpretation:
It is important that campers demonstrate their competency before being permitted to use stoves without close supervision.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ Observable [Will need to visit and talk with __________
at (facility) __________]

Personnel Responsible:

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Notes:

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Annual Reviews
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Date/Year ________
Date/Year ________

G-16:

DNA if fuel bottles are not used.

Are water bottles clearly distinguishable from other bottles by shape or style and is each container of nonconsumable liquids clearly marked as to its contents?

Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)

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and talk with ____________
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Personnel Responsible:

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Date/Year ________
Date/Year ________

G-17:

Is there pre-trip orientation for each trip which involves campers and staff and includes the following:

1. **First aid procedures,**
2. **Emergency and resuce procedures,**
3. **Environmental awareness, and**
4. **Program experiences related to mode of travel, activities pursued, and geographic area?** Yes No

Interpretation:

Both campers and staff should be involved in trip planning and all of the topics listed must be covered, but it is not required that all staff and all campers be directly involved with each topic. For example, on some trips staff alone may handle first aid. Levels of participation may vary depending upon the goals of the program and camp, the length of planning time, and other factors.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________
Date/Year ________

G-18:

Are campers and staff protected from the natural elements (rain, snow, wind, sun, cold, insects, etc.) by the following outfitting appropriate to geographic location and season:

A. Shelter?	Yes	No
B. Clothing?	Yes	No
C. Sleeping gear?	Yes	No

Rationale and Educational Supplement

Protection from the elements promotes health and contributes to ease of mobility and enjoyment while enabling participants to achieve full benefit from the tripping experience.

Director's Evaluation of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year __________
Date/Year __________

G-19:

DNA if aquatic activities do not occur on trip.

Is there a person on each trip responsible for supervising aquatic activities who is certified in American Red Cross Advanced Lifesaving or Lifeguard Training, or holds YMCA Lifeguard, BSA Lifeguard, or Royal Lifesaving Society Bronze Medallion or the equivalent? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard________
____ In Files: ________
____ Observable [Will need to visit and talk with ________
at (facility) ________]

Personnel Responsible:
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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

PART II-H

HORSEBACK RIDING STANDARDS (H-1 through H-17)

These standards are applicable whether the camp owns, rents or leases animals or instructional services for programs conducted on or off camp property.

H-1:

DNA unless camp uses riding services administered by individuals or groups not connected with the camp.

Is there a current signed agreement with providers of riding services which specifies responsibility for compliance with ACA Horseback Riding Standards? Yes No

Interpretation:

The purpose of the standard is to define who is responsible to meet the standards below to assure a safe equestrian program.

This standard applies only to those camps which use riding services and/or facilities on a regular basis which are administered by individuals or groups not connected with the camp. It is not necessary for the purposes of the standard to have such an agreement with a stable or riding service used once or twice a season, unless that use is regular (whether daily, weekly, or monthly) and/or is an advertised part of the camp program.

It is the responsibility of the Camp Director to see that all equestrian programs utilized in the camp experience are conducted safely.

The agreement should specify which standards the Provider is responsible to meet. Compliance with all other Horseback Riding Standards is then the responsibility of the camp.

"Current" means that the agreement has been signed close to (within a few months at most) the beginning of the actual period of service.

See the APPENDIX for a sample agreement.

Director's Evaluation
of Camp Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ In Files: __________
____ Observable [Will need to visit and talk with __________
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Personnel Responsible:

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Notes:

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Date/Year ________
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Date/Year ________

H-2:

Is the Horseback Riding Director qualified as follows:

A. Is at least 21 years of age? Yes No

B. Holds one of the following indications of competence and ability:

1. Certification from an organization or riding school with instructor training, or

2. Documented endorsements of previous successful experience in formal horseback riding instruction? Yes No

Interpretation:

"Horseback Riding Director" refers to the individual who immediately supervises all horseback activities and is responsible for administering the total program. There may be separate directors for different types of riding such as Western, English, etc.

"Instructor training" refers to courses which require, prerequisite to entry, skills and competency in riding. An instructor training course focuses on techniques of instructing horseback riding as well as stable management.

Documented experience may include letters of reference from former employers, students, or co-workers as well as brochures, advertisements, etc. announcing programs and listing the candidate as an instructor.

"Formal instruction" requires that the program for which the candidate served as instructor was conducted as an established program in which students enrolled, followed a systematic course of training, and required demonstration of prescribed levels of knowledge and competency. Several such organizations are listed in the APPENDIX.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard________________
_____ In Files: ________________
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Personnel Responsible:

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Date/Year __________

H-3:

Are minimum ratios of horseback riding staff to campers established in writing and in practice at each horseback riding activity? Yes No

Rationale and Educational Supplement

Because of numerous variables relating to participants, horses, and type of riding activity, appropriate ratios may differ widely among programs and groups. The Horseback Riding Director, who is trained and experienced in administering horseback riding programs, should be in the best position with the camp administration to determine safe and appropriate ratios for each activity.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
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and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
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Date/Year ________
Date/Year ________

H-4:

Do horseback riding instructors work with horses and classify them as to their suitability for various levels of riding skill at least one week prior to camper use?

Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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____ In Files: ______________
____ Observable [Will need to visit
and talk with ______________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-5:

Is the following safety apparel in use by campers and staff:

A. Shoes or boots which provide protection from injury resultant from—
  1. Being hit or stepped upon by horses' hooves, and
  2. If stirrups are used—feet becoming wedged into the stirrup (when stirrups are not specifically designed to prevent this occurrence)? Yes No

B. Long trousers? Yes No

C. Protective head gear constructed so as to minimize head injury in the event of a fall, which fits the rider comfortably, does not obscure vision, and is secured by a safety harness or a strong chin strap? Yes No

Rationale and Educational Supplement

Shoes or boots which have firm, hard coverings offer protection far beyond tennis shoes or other soft-bodied shoes. A heel which prevents the shoe or boot from sliding too deeply into the stirrup can prevent the foot from becoming dangerously wedged. It is also important not to allow shoes or boots that are oversized in relation to the stirrup because they may also become wedged and prevent the foot from easily sliding in and out of the stirrup.

Most horsemanship organizations, including competitive groups, can supply lists of approved protective headgear that have undergone safety tests and have met minimum criteria for protection.

As noted, this standard includes both campers and staff who are riding.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-6:

Is a person currently certified in American Red Cross Standard First Aid or the equivalent present at each horseback riding activity? Yes No

Interpretation:

Certified persons may be either campers or staff. "Each horseback riding activity" means that when activities are in separate locations, there should be persons certified in first aid at each of these locations.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard __________
____ In Files: __________
____ Observable [Will need to visit and talk with __________
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

H-7:

Are all stables, corrals, paddocks, and instructional rings:

- **A. Away from living areas other than those for persons caring for horses?** Yes No
- **B. Posted "off limits" unless supervised?** Yes No
- **C. Clean and free from accumulation of manure?** Yes No
- **D. Provided with a safe, clean, plentiful supply of water?** Yes No

Interpretation:

Terminology which identifies places where horses are quartered (stable, paddocks, corrals, etc.) may vary, but the intent is to include locations where horses are quartered or used in confined areas.

"Away from" means that living areas are located in areas distant from livestock so as not to be subject to increased flies, insects, undue odor, and increased dust, dirt, etc.

It is the intent of Part D of this standard that water be readily available. The location of the water source should be carefully planned so as not to create a safety hazard such as could be caused by having tubs of water inside the riding ring.

Areas located next to one another may be covered with one sign.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________
Date/Year ________
Date/Year ________

H-8:
Is a daily check (according to established written procedures) made of the physical soundness of each horse in the riding program? **Yes No**

Rationale and Educational Supplement
See the APPENDIX for a sample checklist.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
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Personnel Responsible:

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Notes:

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Date/Year __________
Date/Year __________
Date/Year __________

H-9:

Are all horses healthy and well cared for as evidenced by:

A. Feet are not cracked or chipped excessively? Yes No

B. Horses with open cuts, sores or similar injuries show signs of attention? Yes No

C. Horses are not used if they have open cuts and sores located in areas of riding stress? Yes No

D. Fly control methods are in effect? Yes No

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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____ Observable [Will need to visit
and talk with ______________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-10:

Are the following grooming practices in effect:

A. Grooming occurs prior to saddling and riding and at the end of the riding day? Yes No

B. Cooling down occurs after each working session? Yes No

Interpretation:

A "working session" is a period of continuous use without any intermittent lengthy break. For example, a time frame when horses are ridden in a morning period by several different groups of riders without a lengthy break between any of the groups would constitute one working session. However in most circumstances morning and afternoon riding periods would constitute at least two working sessions.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

_____ Following this page
_____ See Standard____________
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Personnel Responsible:

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Notes:

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Date/Year __________
Date/Year __________
Date/Year __________

H-11:

Is protection (natural or constructed) from the elements (wind, rain, sun, etc.) available for all horses? Yes No

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard_______________
_____ In Files: _______________
_____ Observable [Will need to visit and talk with _______________
at (facility) _______________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

H-12:

Is the maximum work day for a horse:

1. **In the instructional ring—no longer than 6 total hours made up of working sessions which are no longer than 3 continuous hours, and**
2. **On the trail—no longer than 8 total hours in working sessions which are no longer than 4 continuous hours?** Yes No

Interpretation:

See standard H-10 for a definition of "working sessions."

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard_______________
_____ In Files: _______________
_____ Observable [Will need to visit and talk with _______________
at (facility) _______________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

H-13:
DNA unless camp is responsible for feeding.

Is there a written feeding schedule in effect that specifies times, amount, types of feed, as well as availability of water, and provides adequate nutrition for working horses? Yes No

Interpretation:
"Adequate nutrition" is the primary purpose of having and following a feeding schedule and should result in horses not appearing malnourished or apparently suffering from diet deficiency. It is often recommended that working horses receive some amounts of grain and/or supplementary vitamins and nutrients. Nutrients include salt.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:
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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-14:

Is horseback riding covered by the following types of insurance:

A. Personal accident and injury coverage for campers and staff? Yes No

B. Liability coverage for the camp? Yes No

Interpretation:

It is important to ascertain that a horseback riding exclusion clause is not included in the camp policies.

Director's Evaluation
of Camp Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

____ Following this page
____ See Standard__________
____ In Files: __________
____ Observable [Will need to visit
and talk with __________
at (facility) __________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-15:

Are there written safety regulations which are made known to campers prior to their participation in horseback riding activities? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard______________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ______________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

H-16:

Is there a daily safety check of riding equipment and is equipment that is not in good repair removed from service? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
_____ Following this page
_____ See Standard____________
_____ In Files: ______________
_____ Observable [Will need to visit and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

H-17:

DNA unless horses are rented, leased, borrowed, or otherwise not owned by the camp.

Is there a written agreement which specifies responsibilities for care and terms of use when horses are supplied by campers or staff, rented, leased, or borrowed? Yes No

Interpretation:

This standard is directed toward camps that rent, lease, or borrow animals for use on the camp property. Standard H-1 is directed toward programs conducted on a regular basis off the camp property.

See the APPENDIX for a sample agreement.

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

PART II-I

TRAVEL STANDARDS (I-1 through I-21)

ENTIRE SECTION DNA _____

Definitions

TRAVEL CAMP: A camp whose singular specialty is travel camping, but may do other activities.

TRAVEL CAMPING: A program where a group which is mobile uses motorized transportation to move the campers as a group from one site to another over a series of four or more consecutive days for experiences in different environments. Motorized transportation is normally a van, bus, station wagon, or automobile, but it may also be an airplane, boat, train, or a combination of those vehicles. The "environment" may include both man-made and natural environments.

EXCURSION: A group trip away from the base camp (day or resident) if not longer than three nights and four days duration using motorized transportation with the destination being a particular point of interest (Travel Standards).

Applicability of Standards

TO TRAVEL CAMPS: A CAMP which is exclusively a travel camp should be scored on Part I, Sections B, C, D, and E. In Part II, in addition to Section I (below), sections applying to any activity offered (such as aquatics or tripping) should be scored.

TO TRAVEL CAMPING: As a PROGRAM, the Travel Camping Standards (below) should be scored in addition to all sections in Part I (A through E), and any applicable sections of Part II.

TO EXCURSIONS: The Transportation Standards in the Administration Section (B-23 through B-28) apply.

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I-1:

Are all drivers at least 21 years of age and do they hold a valid operator's license? Yes No

Interpretation:

The operator's license should be valid in all states of travel and for all types of vehicles used.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit and talk with ________________
at (facility) ________________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-2:

Is the travel camping leader at least 21 years of age?
Yes No

Interpretation:
When the camp is exclusively a travel camp and the leader is also the Camp Director, standard C-1 which specifies that the Camp Director be at least 25 years of age also applies.

See the applicability section of the Personnel Standards (Part I-C) for a statement concerning the use of age as one criterion for staff qualifications.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard __________
____ In Files: __________
____ Observable [Will need to visit
and talk with __________
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Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-3:

Do living arrangements for all staff permit a reasonable degree of freedom and privacy from campers? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ________________
at (facility) ________________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-4:

Do campers participate in planning and preparing meals?
Yes No

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
_____ See Standard____________
_____ In Files: ______________
_____ Observable [Will need to visit
and talk with ________________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year _________
Date/Year _________
Date/Year _________

I-5:

Is there uncrowded sleeping space for all participants?
Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ________________
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Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-6:

Is there at least one rest stop for every 4 hours of travel, which includes relaxation and exercise? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-7:

Is personal time provided for all participants in the travel schedule and program? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: __________
____ Observable [Will need to visit and talk with __________
at (facility) __________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-8: ______________________________

DNA if trips are 5 days or less in length.

Is there at least one full intervening non-travel day between each four consecutive travel days? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard__________
____ In Files: __________
____ Observable [Will need to visit and talk with __________
at (facility) __________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-9:

Is safe storage provided for all supplies and equipment while in transit, as well as at the campsites? Yes No

Interpretation:

Safe storage includes protection of the equipment from deterioration, vandalism and unauthorized use, as well as from animals and insects.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-10:

Is a written itinerary filed with a base camp, or in the absence of a base camp, with a responsible individual?
Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:
____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-11:

Is a communication system regarding progress and condition of trip maintained between the travel group and a home base or a responsible individual? Yes No

Interpretation:
Communication systems may take many different forms dependent upon the type of trip and areas of travel. The important element is that there are planned contacts made at specified intervals between the group and the home base.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
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Personnel Responsible:

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Date/Year ________
Date/Year ________

I-12:

Does the group keep a written log which details each day's operation and includes:

1. Driving time,
2. Mileage covered,
3. Occurrences of the day,
4. Maintenance records,
5. Fuel records, and
6. Trip expenses? **Yes No**

Rationale and Educational Supplement

The ACA has vehicle logs available through its Publications Service.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-13:

Are there documents in the possession of the travel group which fully identify the group, its leadership, ownership of equipment, purpose, insurance coverage, and home base or contact?

Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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____ In Files: ____________
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and talk with ____________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-14:

Does the travel camp leader have a signed statement from the parents or guardians giving him/her limited power of attorney for each minor? Yes No

Interpretation:
The intent is to facilitate immediate care in the case of extreme physical emergency. Legal counsel should be consulted to determine the extent and nature of power of attorney that should be obtained.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-15:

Does the travel camp leader know how to obtain medical assistance on the trip? Yes No

Interpretation:

For many expeditions the nature and location of emergency facilities can be determined in the planning stages and mapping the facilities is both possible and an important precaution. In other instances, due to the nature and extend of travel, it is impractical or impossible to have a list of the locations of medical assistance for each portion of travel. In these instances the travel camp leader should be familiar with the types of assistance available in the broad areas which the group enters. Leaders may take further precautions such as checking at stopovers or at particular intervals about the availability of medical assistance.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
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and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-16:

Are there written procedures to be followed when a person must be excluded from the travel program? Yes No

Interpretation:
Such procedures should include exclusions for all conceivable reasons including illness, injury, behavioral problems, etc. Exclusion policies should cover all phases of the program including pre-travel as well as during travel.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-17:

Is provision made for laundering clothing on a regular basis? Yes No

Interpretation:
Under most conditions "regular" would imply at least weekly although other factors may be considered.

Director's Evaluation
of Camp Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
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_____ In Files: _______________
_____ Observable [Will need to visit
and talk with _______________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

I-18:

Is there a minimum of one relief driver for each two vehicles? **Yes No**

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-19:
DNA if trailers are not used.

Are trailers in compliance with all state, local and national regulations for all areas of travel? Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-20:

Are warm water bathing facilities available for both campers and staff at least once each week? Yes No

Interpretation:

Warm water facilities may be either established facilities or showers or other bathing facilities improvised on the trail.

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
at (facility) ____________]

Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

I-21:

Is the physical condition of each camper and staff member screened within 12 hours of departure and return of each travel experience by one of the following persons:

1. **Licensed Physician;**
2. **Registered Nurse;**
3. **An adult approved in writing by a Licensed Physician who is following the specific written directions of the physician; or**
4. **If camp primarily serves persons with special medical needs—**
   - **a) Licensed Physician, or**
   - **b) Registered Nurse, or**
   - **c) Graduate Nurse or Licensed Practical Nurse under the immediate supervision of a physician or Registered Nurse;**
5. **If a non-medical religious camp—**
   - **a) Christian Science Graduate Nurse, or**
   - **b) Camp Health Supervisor?** Yes No

Director's Evaluation
of Camp Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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____ See Standard ____________
____ In Files: ____________
____ Observable [Will need to visit and talk with ____________
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________

SITE APPROVAL STANDARDS

APPROVED

AMERICAN CAMPING

ACA

ASSOCIATION

SITE

SITE APPROVAL STANDARDS

INTRODUCTION

"American Camping Association Approved Site" describes the facilities and services offered to another Camp Director or Program Operator. This designation is particularly useful for camps which serve as conference centers or provide facilities to school systems, other community agencies, etc. It is appropriate to seek this designation if you lease, rent, or otherwise make your site available to other groups that are responsible for their own program.

The Site Approval Standards include:

- Part SA—Basic Standards (SA-1 through SA-25)
- Part SB—Administration Standards (SB-1 through SB-26)
- Part SC—Staff Standards (SC-1 through SC-4)
- Part SE—Health Care Standards (SE-1 through SE-6)
- Part SF—Aquatic Standards (SF-1 through SF-11)

These standards should be applied ONLY to sites seeking Site Approval. All sites should score Part SA (Basic Standards), and Part SB (Administration Standards—including the Food Service section if food service facilities, staff, or services are offered). The following additional sections should be scored if the programs, facilities, staff, or services are made available to user groups: Part SC (Staff), Part SE (Health Care), and Part SF (Aquatics). If either Tripping or Horseback Riding are offered, the appropriate sections from the Camp Accreditation Standards should also be scored.

PART SA

BASIC STANDARDS (SA-1 through SA-25)

The physical setting of the site operation is an integral part of the total outdoor experience. If this experience is to be a safe, healthy, and growth-producing one, each of its components must be developed, maintained and utilized to its potential. In this regard, these standards are primarily directed toward the site. In some instances they go beyond minimum health and safety requirements defined by state and federal law.

SA-1:

Is there a written Comprehensive Plan that has been reviewed in the past three years and is based on the site administration's philosophy which assesses current conditions and projects future needs in the areas of:

A. Site and facility development and/or management? **Yes No**

B. Programs and services offered to user groups? **Yes No**

C. Market? **Yes No**

D. Finance and administration? **Yes No**

E. Environmental protection and preservation? **Yes No**

Interpretation:

The plan is a management tool which provides information for ongoing operation as well as direction for future development. A master site plan (Part A) typically includes a description of the physical site when all the goals in terms of landscape, buildings, and facilities are reached. If the primary goals for development have been achieved, the master site plan then centers upon long-term maintenance, replacement, and improvement of buildings, facilities, and landscape.

"Market" (Part C) refers to the population the site is reaching and wishes to reach with its program/facilities.

Rationale and Educational Supplement

Long-term planning and protection is recognized as fundamentally good business practice. Such plans should include preventive maintenance and conservation practices. Special attention should be given to water quality, drainage and erosion control. The Soil Conservation Service and other federal, state, and county agencies provide excellent consultation services. Long-term planning for environmental protection and preservation is necessary to protect the site investment and to preserve a quality environment.

See the APPENDIX for an outline of a sample Comprehensive Plan.

Director's Evaluation
of Site Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____
E.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

SA-2:

Does the site or accessible areas provide natural resources to enrich an outdoor living experience? Yes No

Interpretation:

"Accessible" includes those areas which are available on a regular basis and are located either on the site or in close proximity to the site.

Director's Evaluation of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

Date/Year ________

SA-3:

Are there inventories of all facilities and non-expendable equipment belonging to the site owner? **Yes No**

Interpretation:

"Non-expendable equipment" refers to that equipment which does not appreciably deteriorate after repeated use and which can be stored safely over several months.

Director's Evaluation
of Site Compliance

____ YES ____ NO

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Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Date/Year ________
Date/Year ________

SA-4:

Are arrangements made annually with fire and law enforcement officials for the protection of the site?
Yes No

Interpretation:
It is important to plan so that emergency services are available without delay.

Notification may include both letters and personal contact. If the site is automatically protected by municipal fire and police service when the site is in use, as well as when the site is not in use, formal notification is NOT required and the site is considered to be in compliance with the standard.

Rationale and Educational Supplement
Many sites are located in rural areas serviced by volunteer fire districts, sheriff's departments, state police, etc. where periodic changes in territory, modifications in fire district assignments, and frequent changes in personnel are common. Under such circumstances, up-to-date information for both the site and the emergency service providers is important. Notification through letters and personal contact affirming protective services may avoid confusion and expedite reaction time in the event of emergency.

Although the requirement of the standard specifies only annual notification, it is recommended (because the primary concern is protection of human life) that, in the case of sites used seasonally, such notification occur immediately prior to the occupancy of the site in order to provide the most up-to-date information.

When the form of notification is personal contact by telephone or in person, it is good practice to make note of such contacts for the site records. Such notes may include the name of the individual contacted, the date, and a brief description of the conversation.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ______________

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(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SA-5:

DNA if site does not have facilities.

Is there annual examination by qualified persons of the following fire equipment and areas:

1. **Smoke detectors and other fire detection devices,**
2. **Fireplaces and chimneys,**
3. **Areas where flammable materials are stored or used,**
4. **Open fire areas, and**
5. **Cooking areas?** **Yes No**

Interpretation:

"Qualified persons" typically include fire fighting professionals, insurance underwriters, fire fighting equipment distributors, and other forest and fire officials who have recognized expertise in fire safety inspections. Site personnel with training and experience also may be qualified. It is important that qualified persons inspect and make judgments regarding fire risk and safe practice. Typically more than one individual is involved in the process.

Although it has not been specified that there be a written record of examination, the site administrator should be able to report who conducted the examinations, the exact or approximate date(s), and the qualifications of persons involved.

"A site without facilities" as exempted in the DNA includes sites that do not have buildings used for permanent sleeping quarters as well as sites that do not have substantial capital investment in structures which would constitute a significant loss in the event of fire.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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and talk with ____________
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Personnel Responsible:

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Date/Year ________
Date/Year ________

SA-6:

DNA if site does not have facilities.

Are there fire extinguishers and other fire protection devices that are:

1. **Approved annually by trained persons,**
2. **Installed to meet local fire codes or other recommendations, and**
3. **Operational and ready for use?** Yes No

Interpretation:

"Trained persons" include persons who have been given instruction in evaluation and inspection of fire protection devices, fire fighting professionals and officials, insurance underwriters, and fire fighting equipment distributors.

"Installed to meet local fire codes and recommendations" means that the type, location and number of fire protection devices throughout the site have been evaluated by trained persons.

There are specific types of fire extinguishers which should be used on certain types of fires. The National Fire Protection Association Inspection Manual (see references) outlines the types of extinguishers appropriate for use on specific kinds of fires. For example, kitchens should have available an extinguisher which can be used on grease fires. Areas where flammable materials are used or stored (possibly crafts and maintenance) should have extinguishers available which are appropriate for use on fires involving such materials.

Fire extinguishers must have up-to-date inspection approval tags unless they are the single-use type. Some detection and protection devices such as smoke detectors are designed to be easily and effectively tested by individuals following the directions supplied with the equipment.

See the interpretation of standard SA-5 for the definition of "site without facilities."

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

***SA-7: (PREREQUISITE)**

Is the water for drinking and food preparation purposes supplied by a public water authority or has the water been approved in writing by the government or by an independent laboratory:

1. **At least annually for a continuously used water supply, or**
2. **No more than 30 days prior to the use of a seasonal water supply by a user group?** Yes No

Interpretation:

"Continuously used" means the water supply is used throughout the calendar year. "Seasonal water supply" means that the water supply is in use for only a portion of the year.

Verification may be a letter, memo, certificate, or copy of water report from an authorized agency.

In a situation where the state or local government requires testing after occupancy or in some other time period not in conformity with the 30 day requirement of this standard, the site must have a test completed by another qualified laboratory within the timeframe specified to be in compliance with the standard.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________
Date/Year ________

SA-8: ____

DNA if utility or sanitation lines are not on site.

Are either blueprints or charts indicating the location of all electrical lines and cutoff points, gas lines and valves, sanitation lines and cleanouts, and water cutoff points:

1. **Available on site, or**
2. **In the case of a public-owned site, does the site administrator have a written telephone number of the individual or agency to contact in case of problems?** Yes No

Interpretation:

Site administrators should have information immediately available to enable them to locate utility (gas, water, electricity) cutoff points in the event of an emergency, as well as for routine maintenance. Further, it is important to know the location of both utility and sanitation lines prior to digging or other activities that may interrupt service or cause damage.

Where maintenance is operated from a central location, charts and blueprints shall be available for immediate use. Otherwise such charts shall be on the site itself. It is not adequate for charts to be away in an administration office where they are not immediately available.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

SA-9:

DNA unless site provides permanent sleeping quarters.

Do permanent sleeping quarters provide the following:

1. **Cross ventilation,**
2. **Adequate space—**
   - **a) 40 Square feet per person,**
   - **b) 50 Square feet per person using walker, and**
   - **c) 60 Square feet per person using a wheelchair,**
3. **At least six feet between heads of sleepers,**
4. **At least 30 inches between sides of beds?** Yes No

Interpretation:

"Permanent sleeping quarters" refers to structures, platform tents, covered wagons, etc. that are constructed in a fixed location and are used as *primary residences* for site staff or user groups. Temporary shelters such as tents used for overnight camping, backpacking, tripping, etc. do not fall under this classification.

Rationale and Educational Supplement

Persons with restricted mobility need additional space for ease of movement as well as facilitating safe exit in an emergency. The arrangement should consider the functional space taken by the wheelchairs themselves and other devices. There should be an established procedure for assigning site users to sleeping quarters which meet their needs.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________

SA-10: (PART C PREREQUISITE)

DNA unless user groups or site staff stay overnight in buildings.

Are all buildings used by site staff or user groups for sleeping constructed or equipped to provide the following safety features:

A. At least one emergency exit in addition to the main door or entrance? Yes No

B. Fire detection and alarm equipment? Yes No

DNA C if sleeping quarters are not above ground level.

***C. A direct means of emergency exit to the outside from all sleeping floors which do not have a ground level entrance? Yes No**

DNA D unless persons with restricted mobility are served.

D. Persons with restricted mobility are located on sleeping floors with at least one ground level entrance and an accessible emergency exit? Yes No

Interpretation:

The concern of this standard is protection of human life. The entire standard applies ONLY to sleeping quarters located in buildings. "Buildings," as applied in this standard, are permanent, enclosed structures which remain intact regardless of season. Therefore, structures which are temporary or not enclosed such as tents, hogans, adirondacks, etc. are not considered buildings for the purpose of applying this standard.

It is not suggested or implied that fire detection and alarm devices are inappropriate in all structures not included in this definition of buildings. However, due to the wide diversity of such shelters, they are not required universally.

Emergency exits should be located opposite from entrances in locations that could be used if the main entrance is blocked. Emergency exit does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Approval of state or local fire officials or insurance underwriters provides guidance to acceptable escape plans. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them (including opening and removing screening).

"Ground level entrances" should be accessible without the use of lifts, elevators, etc. and thereby facilitate easy access and quick evacuation for ALL persons. It is recognized that there are many buildings which are split level and have ground level access on one side but not on others. One ground level access meets the minimum requirement of Part D. However, emergency exists at the overhanging portions of permanent sleeping quarters must facilitate quick, safe evacuation of ALL persons in case the ground level exit is blocked.

This standard does apply to year-round residences on the camp property if campers or staff are residing there.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
*C.	____	____	____
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance
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Notes:

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Date/Year ________

SA-11:

DNA unless persons with restricted mobility are served.

Are sleeping, dining, program, and toileting facilities available to persons with restricted mobility? Yes No

Interpretation:

"Available" means that persons have both access and opportunity. Ideally all persons should be allowed and encouraged to participate in as independent a fashion as possible. It may not be possible to make all activities accessible. However, basic facilities should be accessible and barriers removed whenever possible. Accessibility includes not only the ability to enter a facility, but also adequate space to participate in activities once inside the building.

See the Architectural Barriers Checklist in the APPENDIX.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ________
Date/Year ________

***SA-12: (PREREQUISITE)**

Is all sewage disposed of in a public sewage system or in a manner approved by health authorities? Yes No

Director's Evaluation of Site Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Date/Year ________

Date/Year ________

SA-13:

Is the site free from observable evidence of a sewage disposal problem? Yes No

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Date/Year ________

SA-14:

Are the garbage and rubbish storage and disposal areas clean, safe, and sanitary? Yes No

Interpretation:
"Clean, safe, and sanitary" should include evidence of routine cleaning, adequate scheduling of permanent disposal of garbage and rubbish, as well as safe storage of noxious and/or hazardous materials.

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
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Date/Year _________

SA-15:

Is permanent disposal of garbage scheduled to prevent build up beyond the capacity of closed containers?

Yes No

Director's Evaluation of Site Compliance

_____ YES _____ NO

Date Reviewed ____________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year __________

SA-16:

Are toilets adequate in number based on the following ratios:

1. **Resident site—**
   - **a) One seat for every 10 females?**
   - **b) One seat for every 10 males, or one seat for every 15 males plus one urinal for every 30 males?**
   - **c) If more than 10 percent of site population has restricted mobility—**
     - **1) One seat for every 8 females, or**
     - **2) One seat for every 8 males, or one seat for every 12 males plus one urinal for every 30 males?**
2. **Day use only site—**
   - **a) One seat for every 20 females?**
   - **b) One seat for every 20 males, or one seat plus one urinal for every 30 males?**
   - **c) If more than 10 percent of user group population has restricted mobility—**
     - **1) One seat for every 15 females, or**
     - **2) One seat for every 15 males, or one seat for every 20 males plus one urinal for every 30 males?** Yes No

Interpretation:

"Toilets" refer to permanent facilities including those with plumbing, permanent latrines, and portable toilets used as latrines. It does not include hand-held bed pans and urinals.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
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Personnel Responsible:

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SA-17:

In each toilet facility is there at least one toilet with a door or curtain for privacy available to all persons?

Yes No

Interpretation:

The intent of the standard is to provide privacy for those who wish it.

"Available to all" means that such facilities may be used by all persons (user groups, staff, etc.). When persons with special needs are served, there should be toilets affording privacy available to them.

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year __________
Date/Year __________

SA-18:

Are toilet facilities:

A. In repair, ventilated, and screened? Yes No

B. Clean and sanitary? Yes No

DNA C if latrines are not used.

C. If latrines—provided with tight-fitting toilet lids and self-closing doors? Yes No

Rationale and Educational Supplement

Maintenance in outdoor latrines typically includes periodic pumping and use of lime, or other vermin control measures, as well as regular cleaning. Toilet facilities should allow for air circulation when the doors are closed.

Director's Evaluation
of Site Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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SA-19:

Are handwashing facilities adjacent to the toilets?

Yes No

Interpretation:

A "handwashing facility" is a readily available supply of soap and fresh water, suitable for washing.

The important factors are accessibility and positioning so as to promote use. Special attention should be given to adjacent or near-by facilities for kitchen personnel. Food preparation sinks and sinks used for washing pots and pans, kitchen utensils, or eating utensils should not be used for handwashing.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Date/Year ________

SA-20:

Are handwashing facilities provided in the following ratios:

1. **Resident site— One wash basin or equivalent per 10 persons with a minimum of two basins for each facility serving more than 5 persons?**
2. **Day use only— One wash basin or equivalent per 20 persons?** **Yes No**

Interpretation:

See the interpretation of SA-19 for the definition of "handwashing facilities."

In multiple handwashing units utilizing a spray type water dispenser, 20 inches of wash basin rim space is considered the equivalent to one wash basin. With outdoor latrines portable water jugs with soap may be used as wash basin equivalents.

Handwashing facilities for outdoor latrines without running water may be improvised, but should meet minimum ratios and provide adequate soap and water.

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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at (facility) _______________]

Personnel Responsible:

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Date/Year _________
Date/Year _________

SA-21:

DNA if: 1) day use only, 2) primitive site.

Do bathing facilities provide:

- **A. Adequate numbers—**
  - **1. All sites—One showerhead or bathtub for each 15 persons, or**
  - **2. Sites specializing in serving persons with restricted mobility—One showerhead or bathtub for each 10 persons on site?** Yes No
- **B. Enough warm water for everyone scheduled to bathe in the same time period?** Yes No
- **C. A maximum water temperature of 110 degrees F. at taps used by site users and access to all temperature regulating devices restricted to authorized personnel?** Yes No

DNA D unless site serves persons with restricted mobility.

- **D. Bathing aids such as benches, railings, or other assistive devices?** Yes No

Interpretation:

"Primitive site" refers to those sites without permanent structures or facilities which are designed to provide basic camping and/or wilderness experiences for participants.

A sufficient supply of warm water should be available for regular bathing. Saunas or steam baths fulfill this standard.

"Scheduled to bathe in the same time period" allows sites with limited hot water capacity to be in compliance by carefully scheduling shower periods to insure that all persons on site have enough warm water for bathing.

The intent of Part C is to prevent scalding accidents. Maximum temperatures may be regulated by:

- a. thermostatically controlled temperature regulating valves set at 110 degrees F. or less (considered to be the safest method),
- b. water heater thermostats set at 110 degrees F. or less, or
- c. properly adjusted mixing valves (provided the cold water source is not subject to variations in pressure).

Access may be restricted by locating the water regulating devices in a locked or inaccessible area or by education and regulations.

For persons with restricted mobility, aids such as chairs on casters, stools, footrests, non-slip surfaces, and flexible shower heads attached to hoses may provide increased independence, and make it easier and safer to assist those who need help. Aids should be provided according to the needs of persons being served.

Director's Evaluation of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

Date/Year ________

SA-22:

DNA: 1) if day use only, or 2) if campers or staff are in residence for less than two consecutive weeks.

Are the following laundry services available for use:

A. All sites—

1. Washing machine on site, or

2. Regular laundry service provided for user groups and staff, or

3. Laundry facilities nearby to site? Yes No

DNA B unless more than 10 persons daily require frequent changes of clothing or bedding.

B. Washing machine on site? Yes No

Interpretation:

Laundry facilities "nearby" to site would, in most cases, be no more than a few miles away. They should be reasonably convenient for those persons doing laundry.

Director's Evaluation of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	____

Date Reviewed ____________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

SA-23:

Is provision made during site operation for storage of supplies and equipment belonging to site owners to protect them from damage, deterioration, and unauthorized use? Yes No

Interpretation:

The standard does not suggest particular forms of protection. Effective protection may be accomplished in a number of ways. Supervision, education, and location may be as effective as locks and restricted access.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Date/Year ________

SA-24:

Is shelter from inclement weather available for all persons on site? **Yes No**

Interpretation:

Shelter during inclement weather may be of particular concern on day use sites. Shelter may consist of temporary tarps and rain flies, as well as permanent structures.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ____________
____ Observable [Will need to visit
and talk with ____________
at (facility) ____________]

Personnel Responsible:

____

Notes:

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Date/Year ________
Date/Year ________
Date/Year ________

SA-25:

Does the site owner provide to the person responsible for each rental or leasing group:

- **A. Written agreement specifying responsibilities for use of site and facilities? Yes No**
- **B. Written recommendations of policies for special services when the special services are not provided by the site owner but are the responsibility of the user group? Yes No**

Rationale and Educational Supplement

The written agreement should specify the areas and facilities to be used, and designate the responsibilities for care and maintenance related to site owner and those related to site users. The written agreement should specify dates of use and include the responsibility for food service, sanitation, maintenance and repair, replacement of faulty equipment, damages to equipment or facilities, core program staff, charges, etc. Special attention should be paid to services for personal safety of site users.

See APPENDIX for items to include in such an agreement.

Director's Evaluation
of Site Compliance

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
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Materials, or Notes)
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Date/Year __________

PART SB

ADMINISTRATION STANDARDS (SB-1 through SB-26)

The administration of an operation includes those managerial aspects which facilitate the use of buildings, natural environment, equipment, and human environment in terms of safety, health, sanitation, and business efficiency.

Practices vary widely on ACA Approved Sites regarding administrative procedures. The range includes sites where no representative of the camp operation is physically present while the user group is on the property to sites which provide a full staff and various program facilities which may or may not be staffed.

These standards provide for the development of procedures in important areas without dictating the content of those procedures to each site. Many of the policies and procedures required by this standard can be provided to the user group with a copy of their contract/agreement.

SB-1:

Is there a written risk management plan that:

A. Specifies management of risk by:
  1. Identification of possible personal safety and operational financial risks,
  2. An assessment of the best methods of handling these risks, and
  3. Formulation of a plan to help the site administration best protect itself in regard to risks?

Yes No

B. Includes written procedures for accident prevention and reduction, and emergency management which are implemented through the following:
  1. Identification of risks and possible emergency situations,
  2. Provision of protective devices when appropriate,
  3. Reduction of such risks through education,
  4. Establishment and enforcement of safety regulations,
  5. Establishment of emergency procedures, and
  6. Use of accident report forms? Yes No

C. Is developed and reviewed in consultation with legal counsel, insurance underwriters, physicians, and boards (where applicable)? Yes No

Interpretation:

It is important that thought be given to the prevention and reduction of damage which may result from accident or disaster, as well as the mangement of such occurrences through planned resources (financial, legal, social, etc.).

"Emergency management" (Part B) refers to planning procedures to be used in case of potential emergency situations. Those procedures are in addition to those established for specific activities (see D-15).

Rationale and Educational Supplement

The extent and nature of management or coverage will vary depending on the needs of the site. See the APPENDIX for discussion of the methods of handling risks.

Many standards relate to the management of risks. In addition to the insurance standards, standards relating to appropriateness and care of equipment, documentation of rules, instructions, inspections, and emergency procedures are all part of risk management. Record keeping is an important part of risk management.

The accident prevention plan refers primarily to the latter stages of the process, the site users orientation and education related to risks and hazards.

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Director's Evaluation
of Site Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____

Date Reviewed ______________

Evidence of Compliance
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Notes:

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Date/Year ____________
Date/Year ____________

SB-2:

Is the user group provided a written copy of site risks as well as the rules and regulations regarding those risks?

Yes No

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Date/Year ________
Date/Year ________

SB-3:

Are user groups provided written procedures for:

- **A. Search and rescue of persons lost, missing or runaway?** Yes No
- **B. Obtaining emergency assistance including medical, law enforcement, and fire officials?** Yes No
- **C. Procedures for contacting site owners or their representatives?** Yes No
- **D. Disaster procedures for the site?** Yes No

Rationale and Educational Supplement

In instances of lost, missing, or runaway persons, the timing of events is usually a crucial element and should be carefully considered in the procedure. Consideration should be given to procedures for contacting local and state emergency resources.

It is essential to have procedures for communication developed prior to the pressure of an actual emergency. Such procedures should center upon initiating appropriate action which will minimize both danger and further injury.

Director's Evaluation of Site Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____

Date Reviewed ____________

Evidence of Compliance (Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

Date/Year ________

SB-4:

Is there a system of fiscal management that includes:

A. A budget used for planning? Yes No

B. A bookkeeping system for tracking income and expenses? Yes No

C. A year-end audit? Yes No

Interpretation:

The important consideration is whether there is a fiscal management system which facilitates accountability, evaluation and planning rather than the review of specific fiscal data. Therefore, figures need not be shown.

An audit is a regular examination and verification of accounts and may be conducted either internally or externally.

Director's Evaluation
of Site Compliance

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________
Date/Year ________

SB-5:

Does the site have the following coverage:

A. Comprehensive liability coverage? Yes No

DNA B if site does not own buildings.

B. Fire and extended risk coverage on buildings? Yes No

DNA C if staff are not employed.

C. Health and accident or workers compensation coverage for each employee? Yes No

DNA D if vehicles are not used in site operation.

D. Motor vehicle insurance (as applicable):

  1. Coverage on all owned, hired, or leased vehicles, and

  2. Employer's non-ownership, liability insurance on all non-owned vehicles? Yes No

Interpretation:

Coverage includes self-insurance. There should be observable evidence or verification of all insurance coverage. Such evidence may include the policy itself, a letter from the issuing agent, or a statement that insurance is in force by the agency or institution bookkeeper, business manager, or executive. Date of expiration should be noted. In the case of staff holding their own accident and health insurance, the individual signature along with the policy number is an example of one method of verification. Verification of self-insurance requires a line item in the budget or the allocation of particular assets to cover such costs.

See the *Rationale* and *Educational Supplement* for Standard B-12 for further information on types of insurance.

See the APPENDIX for an insurance checklist.

Director's Evaluation
of Site Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	____
C.	____	____	____
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SB-6:

Do the site administrators have readily available legal counsel? **Yes No**

Interpretation:

"Readily available" means that the site administration has made some prior arrangements (formal or informal) with legal counsel to be available for advice as problems arise.

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year _________
Date/Year _________
Date/Year _________

SB-7:

Is there evidence that a systematic maintenance routine is in effect that provides clean, safe, and sanitary conditions throughout the site? Yes No

Interpretation:

Primary evidence would be the physical condition of all areas on the site including living units, maintenance areas, office areas, program areas, and grounds.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________
Date/Year ________

***SB-8: (PREREQUISITE)**

DNA unless firearms or ammunition are stored on site.

Are all firearms and ammunition owned by site owner/operator or site staff stored under lock? Yes No

Rationale and Educational Supplement

It is recommended that guns, including personal weapons of staff, be stored and locked in locations separate from ammunition.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year _________
Date/Year _________

SB-9: ______________________________

DNA unless flammable materials are stored or used on site.

Are gasoline, kerosene, explosives, and flammable materials:

A. Stored in covered, safe containers that are plainly labeled as to contents? Yes No

B. Handled only by persons trained and/or experienced in their safe use? Yes No

Interpretation:

All flammable materials on site, including those used in maintenance, arts and crafts, etc., should be considered.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

SB-10:

DNA unless hand or power tools are owned by the site or used by site staff.

Are hand and power tools :

- **A. Provided with necessary safety devices, used according to manufacturer's instructions, and maintained in good repair?** Yes No
- **B. Used only by those persons trained and experienced in their safe use?** Yes No

Interpretation:

This standard applies to tools used in program activities as well as those used in maintenance. Participants learning to use tools who are under the direct supervision of trained personnel are in compliance with this standard.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Date/Year ________
Date/Year ________

SB-11:

Does site administration have a written policy which is made known to user groups regarding use, care and storage of the following:

1. **Firearms and ammunition,**
2. **Gasoline, kerosene, explosives, flammable materials, and**
3. **Hand and power tools?** Yes No

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
_____ Following this page
_____ See Standard____________
_____ In Files: ______________
_____ Observable [Will need to visit
and talk with ________________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SB-12:

Is emergency transportation:

1. **Available at all times either provided by the site or by community emergency services with whom prior arrangements have been made in writing, or**
2. **Does the site administration have a policy which is made known to user groups concerning the availability of emergency transportation?** Yes No

Interpretation:

"Available" means that designated emergency transportation vehicles are in operational order and have sufficient amounts of fuel to reach primary emergency locations.

When the primary emergency vehicle is off the site, there must be a specific plan for the availability of other transportation. Emergency transportation may include air, water, and snow vehicles as well as automobiles, vans, etc.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)

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____ See Standard____________
____ In Files: ______________
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and talk with ______________
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Personnel Responsible:

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Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SB-13:

DNA if motor vehicles (including vehicles used for emergency transportation, maintenance, business, transportation, etc.) are not used in site operation.

Are all motorized vehicles used in site operation maintained in a safe condition as documented by:
DNA A If no owned vehicles are used in camp operation.

A. For all owned vehicles—written evidence that a regular maintenance program is being followed including checks of the following (where appropriate):
   1. **All lighting systems,**
   2. **Exhaust system,**
   3. **Braking system,**
   4. **Cooling system,**
   5. **Emergency warning systems,**
   6. **Windshield wipers,**
   7. **Lubrication system,**
   8. **Transmission,**
   9. **Tires,**
   10. **Steering, and**
   11. **Suspension system?** Yes No

B. For all vehicles used in site operation—a safety check of the following items each time the vehicle is refueled:
   1. **Lights,**
   2. **Tires,**
   3. **Windshield wipers,**
   4. **Emergency warning systems,**
   5. **Horn,**
   6. **Oil level, and**
   7. **Coolant level?** Yes No

DNA C if motor vehicles are not leased, borrowed, or rented.

C. A current signed agreement with providers of all non-owned vehicles which specifies responsibilities for meeting various parts of this standard? Yes No

Interpretation:
"Owned vehicles" means those owned by the site owner/operator.

Part C is intended to apply to rented or leased vehicles as well as to those owned by staff members that are used on a regular basis to transport campers and staff.

Examples of evidence would include an up-to-date vehicle maintenance log or up-to-date garage/service station receipts which identify the vehicle serviced and types of service. State inspections qualify as evidence only for those aspects covered in the inspection. Additional records such as notes describing service beyond the requirements of state inspection should supplement state inspection approval. In the case of vehicles owned by site staff members, a signed, dated statement indicating the vehicle has been maintained to the manufacturer's specifications will suffice.

Motorized vehicles include automobiles, jeeps, airplanes, motor boats, snowmobiles, and any other vehicle operated under power other than human or animal power. This standard applies to privately owned vehicles used or arranged for by the site to transport site users or staff, as well as to those owned, leased, borrowed, or rented by the site.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA _____

	YES	NO	DNA
A.	_____	_____	
B.	_____	_____	
C.	_____	_____	_____

Date Reviewed ____________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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_____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

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Notes:

Annual Reviews
Date/Year __________
Date/Year __________
Date/Year __________

SB-13:

DNA if motor vehicles (including vehicles used for emergency transportation, maintenance, business, transportation, etc.) are not used in site operation.

Are all motorized vehicles used in site operation maintained in a safe condition as documented by:

A. For all owned vehicles—written evidence that a regular maintenance program is being followed including checks of the following (where appropriate):
  1. **All lighting systems,**
  2. **Exhaust system,**
  3. **Braking system,**
  4. **Cooling system,**
  5. **Emergency warning systems,**
  6. **Windshield wipers,**
  7. **Lubrication system,**
  8. **Transmission,**
  9. **Tires,**
  10. **Steering, and**
  11. **Suspension system?** Yes No

B. For all vehicles used in site operation—a safety check of the following items each time the vehicle is refueled:
  1. **Lights,**
  2. **Tires,**
  3. **Windshield wipers,**
  4. **Emergency warning systems,**
  5. **Horn,**
  6. **Oil level, and**
  7. **Coolant level?** Yes No

DNA C if motor vehicles are not leased, borrowed, or rented.

C. A current signed agreement with providers of all non-owned vehicles which specifies responsibilities for meeting various parts of this standard? Yes No

Interpretation:

"Owned vehicles" means those owned by the site owner/operator.

Part C is intended to apply to rented or leased vehicles as well as to those owned by staff members that are used on a regular basis to transport campers and staff.

Examples of evidence would include an up-to-date vehicle maintenance log or up-to-date garage/service station receipts which identify the vehicle serviced and types of service. State inspections qualify as evidence only for those aspects covered in the inspection. Additional records such as notes describing service beyond the requirements of state inspection should supplement state inspection approval. In the case of vehicles owned by site staff members, a signed, dated statement indicating the vehicle has been maintained to the manufacturer's specifications will suffice.

Motorized vehicles include automobiles, jeeps, airplanes, motor boats, snowmobiles, and any other vehicle operated under power other than human or animal power. This standard applies to privately owned vehicles used or arranged for by the site to transport site users or staff, as well as to those owned, leased, borrowed, or rented by the site.

Director's Evaluation of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Notes:

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Date/Year ________
Date/Year ________

SB-14:

DNA if vehicles owned by the site or its staff (including emergency vehicles) are not used in site operation.

Is every site vehicle that is used for transporting user groups or site staff equipped with the following:

A. Stocked first aid kit?	Yes	No
B. Emergency accessories?	Yes	No

Interpretation:

"Emergency accessories" include such items as fire extinguishers, flares, reflectors, etc. used for protection.

"Every vehicle" includes any vehicle used for any site-related business, including potential emergency vehicles. It does not include staff or parent-owned vehicles that are not used in site operation.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
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Personnel Responsible:

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Date/Year ________

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SB-15:

DNA if vehicles owned by the site or its staff are not used to transport user groups:

Are there written safety procedures in practice for all vehicles used in site operation which include the following:

A. All vehicles—
  1. **Safety education,**
  2. **Loading and unloading,**
  3. **Safe seating,**
  4. **Highway stops (planned and unplanned),**
  5. **Adequate supervision to take into account age, mental ability, and physical condition of all passengers, and**
  6. **Relief drivers (when pertinent)?** Yes No

DNA B unless persons are transported in wheelchairs.

B. Transportation of persons in wheelchairs—
  1. **Except in watercraft, persons in wheelchairs are seatbelted into the wheelchairs,**
  2. **Except in watercraft, wheelchairs are in locked positions and secured to vehicles?** Yes No

Interpretation:

"Vehicles" such as minibikes, snowmobiles, boats or airplanes used in program activities are covered by this standard.

Relief drivers would be considered pertinent based upon duration of trip, length of driving day, type of vehicle, etc. As a general guideline it is suggested that drivers should not drive more than two or three hours continuously.

Part B applies only when persons are transported IN wheelchairs. This typically requires vehicles specifically designed or modified for this purpose. Persons who are transported in passenger seats with their wheelchairs stored separately are not subject to Part B.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA _____

	YES	NO	DNA
A.	_____	_____	
B.	_____	_____	_____

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Notes:

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Date/Year __________
Date/Year __________

SB-16:

DNA if vehicles are not used to transport staff or site users on the site or on site-related business.

Does the site administration have a policy which is made known to user groups regarding transportation of persons in or on vehicles not designed for passengers?
Yes No

Interpretation:
Vehicles designed for transportation of passengers are typically enclosed vehicles with passenger seats and seatbelts. Examples of vehicles not designed for transportation of passengers include wagons, truck beds, etc.

The policy may allow transportation in such vehicles under controlled conditions for the purpose of hayrides or transportation to distant points on the camp property. The standard simply requires a policy that is made known to user groups.

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Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
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at (facility) ____________]

Personnel Responsible:

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Date/Year ________
Date/Year ________

FOOD SERVICE:

****

SCORE Food Service Section (SB-17 through SB-26) IF food service or food service facilities are provided for user groups by site owner/operator.

****

SB-17:

Is all garbage and rubbish containing food wastes which is temporarily stored in the kitchen and dining areas kept in leak-proof, non-absorbent containers which are covered with tight-fitting lids when not in continuous use? Yes No

Interpretation:

The concern of this standard is temporary storage of garbage in food service areas prior to removal to more permanent storage areas (dumpsters, disposal areas away from site, etc.). Plastic bags that are leak-proof and tied meet the requirement of this standard.

"Temporarily stored" means that the rubbish and garbage is removed at least daily.

Director's Evaluation
of Site Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________
Date/Year ________

SB-18:

Are all food preparation and storage areas:

A. Maintained free of dirt and accumulated grease? Yes No

B. Well lighted and ventilated? Yes No

C. Protected from rodents and vermin? Yes No

D. Designed and equipped to keep food off the floor? Yes No

Director's Evaluation
of Site Compliance

	YES	NO
A.	____	____
B.	____	____
C.	____	____
D.	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
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Personnel Responsible:

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Date/Year ________
Date/Year ________

***SB-19: (PREREQUISITE)**

Are perishable foods kept at a temperature of 45 degrees F. or less and are thermometers kept in refrigeration facilities? Yes No

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________
Date/Year ________

SB-20:

DNA if dining facilities are not utilized.

In the dining facilities is there:

- **A. Freedom of movement at tables and between tables as needed?** Yes No
- **B. Protection from problem insects?** Yes No

Interpretation:

"Dining facilities" refers only to permanent, enclosed structures used for dining.

There should be adequate space for moving about the dining hall during meal times to facilitate serving and safe entrance and exit.

Problem insects would include both types and quantities of insects which constitute a health problem.

Director's Evaluation of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed __________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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Notes:

Annual Reviews
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Date/Year ______
Date/Year ______

SB-21:

DNA if owner/operator is not operating the food service.

Are the following food records kept:

1. **Menus,**
2. **Records and inventories of food supplies purchased, or**
3. **If food services are contracted—records of menus and number of meals served?** Yes No

Rationale and Educational Supplement

It is recognized as good business practice to have available these minimal records for both planning and evaluation. Records should be appropriate for the food service operation. Sites providing only limited food service may need only simple records.

Director's Evaluation
of Site Compliance

_____ YES _____ NO _____ DNA

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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SB-22:

DNA if owner/operator is not operating the food service.

Are menus planned or approved by a nutritionist or dietitian? Yes No

Interpretation:

"Dietitian" is a person who has received a baccalaureate degree with major studies in food and nutrition, and has completed a dietetic internship in an institution approved by the American Dietetic Association, or has the equivalent of such training in supervised experience.

"Nutritionist" is a home economist with a food nutrition major.

The nutritionist or dietitian need not be part of the on-site staff. Menus may be planned or approved by a nutritionist or dietitian provided or recommended by a county extension office, a food purveyor, a local school district, etc.

The intent of the standard is to assure that meals are well-balanced and nutritionally sound.

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Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Annual Reviews

Date/Year ________

Date/Year ________

Date/Year ________

SB-23:

DNA if owner/operator is not operating the food service.

Do food service staff wear:

A. Appropriate hair covers (nets or hats)? Yes No
B. Clean, neat, and practical clothing? Yes No

Interpretation:

"Food service staff" include all persons employed to prepare or serve food. Persons used as "hoppers" to carry food to tables are not included in this designation, but should be aware of sanitary concerns.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO
A.	____	____
B.	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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SB-24: ______________________________

DNA if owner/operator is not operating the food service.

Is smoking prohibited in food service and preparation areas? Yes No

Interpretation:
"Food service and preparation areas" include the kitchen and all areas where food is prepared or stored.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year __________

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***SB-25: (PREREQUISITE)**

DNA if single service utensils are used exclusively.

Are written procedures in practice for cleaning and disinfecting food service utensils after each use in accordance with the following process:

When hand washing—

1. **Scraped free of food particles,**
2. **Washed in hot (minimum 100 degrees F.), soapy water,**
3. **Rinsed in clear, hot water (minimum 100 degrees F.),**
4. **Rinsed again, either:**
   - **a) In clear water at 180 degrees F. for 30 seconds (if thermostat is not available to check temperature, boiling water should be used), or**
   - **b) In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials, and**
5. **Air dried?**

When using a commercial dishwasher—

1. **Scraped free of food particles,**
2. **Rinsed in clear, hot water (minimum 100 degrees F.),**
3. **Washed in hot (minimum 100 degrees F.), soapy water,**
4. **Rinsed again, either:**
   - **a) In clear water at 180 degrees F. for 30 seconds or equivalent commerical dishwashing machine process, or**
   - **b) In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials, and**
5. **Air dried?** **Yes No**

Interpretation:

"Food service utensils" include dishes, silverware and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking which are heated to very high temperatures in the cooking process are exempted from-the second rinse requirement when washed by hand.

Directors should be aware of state and local codes with particular attention to acceptable water temperature for washing. A number of municipalities require wash water of 140 degrees F.

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Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Date/Year ________

SB-26:

Are food service utensils protected from dust and contamination between use? **Yes No**

Interpretation:

Dishes and utensils should be stored in a covered location which protects them between dishwashing and use. Utensils which are frequently used and hanging in a position so as not to collect excessive dust need not be covered.

Single service utensils should be appropriately protected by packaging or other storage techniques.

Director's Evaluation
of Site Compliance

_____ YES _____ NO

Date Reviewed _______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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Date/Year __________
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Date/Year __________

PART SC

PERSONNEL STANDARDS (SC-1 through SC-4)

****

SCORE Personnel Section ONLY IF program staff are provided for user groups by the site owner/operator.

****

SC-1:

Is there a written employment agreement with each employee which includes the following:

1. **Salary or wages, if applicable,**
2. **Term of employment,**
3. **Benefits, and**
4. **Reference to job description and personnel policies, if existing?** Yes No

Interpretation:

"Staff" include all personnel both paid and unpaid.

The written agreement may include contracts, offer and acceptance letters, or a confirming letter.

This standard, SC-2, and SC-4 are also included in ACA's "Exemplary Ethical Practices for Camp Directors/Owners."

See the APPENDIX for a sample employment agreement.

Director's Evaluation
of Site Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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at (facility) ________]

Personnel Responsible:

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SC-2:

Are there written document(s) which address all of the following personnel policies:

1. **Remuneration,**
2. **Time off,**
3. **Absence from work,**
4. **Health examinations and health histories,**
5. **Insurance,**
6. **Conditions of severance,**
7. **Performance evaluation,**
8. **Personal conduct, and**
9. **Any special conditions of service?** Yes No

Rationale and Educational Supplement

See APPENDIX for sample personnel policies.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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and talk with ________________
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Personnel Responsible:

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SC-3:

Is each site staff member provided with a staff organization chart, or is a chart posted where staff have access to it? **Yes No**

Interpretation:
Staff organization charts should provide an overview of the entire staffing pattern and show lines of responsibility among staff.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
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Personnel Responsible:

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SC-4:

Are there written job descriptions for the following site staff positions:

DNA A unless administrative personnel are employed.

A. All administrative personnel? Yes No

DNA B unless program personnel are employed.

B. All program personnel? Yes No

DNA C unless health personnel are employed.

C. All health personnel? Yes No

DNA D unless support personnel are employed.

D. All support personnel? Yes No

Interpretation:

Job descriptions may be included in the written terms of agreement, separate documents, or in form letters to the individuals whose job is described.

"Administrative personnel" refers to persons with supervisory responsibility and may include positions such as director, assistant director, maintenance supervisor, food service director, etc.

"Program personnel" refers to persons directly involved with site users in programming and may include such positions as counselors, unit supervisors, activity coordinators and specialists, etc.

"Health personnel" are persons employed to perform health-related functions and duties and may include the health supervisor, doctors, nurses, and other persons charged primarily with health and/or first aid responsibilities whether they be professionals or not.

"Support personnel" are those who provide services to the site outside activity programming and may include positions such as office work, maintenance, food service, aides or volunteers, and drivers.

Director's Evaluation
of Site Compliance

	YES	NO	DNA
A.	____	____	____
B.	____	____	____
C.	____	____	____
D.	____	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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PART SE

HEALTH CARE STANDARDS (SE-1 through SE-6)

****

Score Health Care Section ONLY IF health care services are provided for user groups by site owner/operator.

****

SE-1:

Are all staff who are responsible for providing health care:

1. **Trained to provide care according to specific written procedures, and**
2. **Trained to use supplies and equipment with which they are furnished?** Yes No

Interpretation:

"Health care" includes first aid, dispensing of medications, and administration of prescribed medical and health procedures and treatment.

This standard does not imply that equipment and supplies must be used.

Rationale and Educational Supplement

It is important that individuals not be given responsibilities or equipment which they are not prepared to handle. Training could include both certification programs and training conducted by professional medical personnel and other trained and experienced staff.

Director's Evaluation
of Site Compliance

ENTIRE SECTION DNA ____

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

SE-2:

Are standing orders annually approved in writing by a Licensed Physician and do they include procedures for the following:

1. **Initial health screening except in camps where this is not provided, and**
2. **Routine health care and medical treatment?**

Yes No

Interpretation:

"Standing orders" are written directions from a Licensed Physician which, in addition to outlining health screening procedures, describe the medical care to be administered on site. They detail the responses which should be made to particular health needs as well as when and how particular treatments are to be administered.

See APPENDIX for sample standing orders.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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SE-3: (PARTS A and B PREREQUISITE)

Are the following health care records maintained for use during site operation and are they kept for a period of statutory limits or for a period advised by legal counsel:

***A. A daily medical log kept in a bound book which has pre-printed page numbers and lined pages and in which the following information is recorded in ink with no lines skipped—**

1. Date, time, and name of person injured or ill,
2. General description of injury or illness,
3. Description of treatment (if administered),
4. Initials of person evaluating and treating?

Yes No

***B. Accident reports completed for all accidents resulting in injury requiring professional medical treatment?** YES No

DNA C where forms are not used.

C. Health history and health exam forms (when used)?

Yes No

Interpretation:

Statutory limits include both state and local regulations and often vary according to types of records. Because it is common for statutory limits to change from time to time, it is recommended that there be consultation with legal counsel to assist in ascertaining the current requirements for specific types of records.

The administration of drugs on a daily, routine schedule to a number of persons may be recorded in one entry at the end of the session by appending daily medication records to the log.

"Professional medical treatment" includes all medical attention by or consultation with a Licensed Physician.

Computerized records are not acceptable under this standard because there is not a method of insuring that records have not been altered.

When an Approved Site is providing health services to an Accredited Camp, the lease agreement should specify who will maintain the original copy of the medical records required by this standard.

Director's Evaluation
of Site Compliance

	YES	NO	DNA
*A.	____	____	
*B.	____	____	
C.	____	____	____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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Annual Reviews
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SE-4:

Are all drugs (including those needing refrigeration):

1. **Stored under lock or in the controlled possession of the person responsible for administering them, and**
2. **Dispensed only under the specific directions of a Licensed Physician?** Yes No

Interpretation:

Drugs include all prescription medications, as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., aspirin, cold tablets, etc.). The intent of this standard is to prevent accidental and unauthorized use.

Those drugs needing refrigeration may be stored in a locked refrigerator or in a locked container within the refrigerator.

"Controlled possession" means that drugs are carried by the individual responsible for administering them, or that the individual is immediately supervising all drugs to prevent access by unauthorized persons. For example, if drugs are poured in preparation for administration, there is no circumstance in which they should be left unattended or unwatched.

It is most desirable to have medications locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the infirmary or first aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health care staff.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________

SE-5:

Is there an infirmary or health care shelter to handle first aid and emergency cases which provides:

A. The following minimal facilities—
  1. Protection from the elements,
  2. First aid and dispensary area,
  3. Available toilet(s), and
  4. Available water for drinking and cleaning? **Yes No**

DNA B and C if day use only.

B. One bed per 50 persons? **Yes No**
C. A light visible from the outside at night? **Yes No**

Interpretation:

Part A of this standard defines "infirmary" or "health care facility" as a designated area for health care and supervision which provides shelter from the elements and has toilets and water supply for drinking and cleaning available to the facility (either in, or conveniently near).

"Available" toilets and water does not require that toilets or running water be located in the health care facility. However toilets should be located within a convenient proximity so that ill or injured persons have easy access. Sufficient amounts of water for cleansing and drinking should be on hand.

Director's Evaluation
of Site Compliance

	YES	NO	DNA
A.	____	____	
B.	____	____	____
C.	____	____	____

Date Reviewed ______________

Evidence of Compliance
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Date/Year ________

SE-6:

Are the following provisions for health care and medical treatment available at all times:

1. An area which provides quiet and privacy, and

2. An isolation area? Yes No

Rationale and Educational Supplement

Because the services that sites provide vary widely, some sites may require full-time areas which provide privacy and quiet while others may not have need of such resources. Every site which provides health services should have a plan to accommodate the needs of an ill or injured person requiring privacy and quiet.

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Date/Year ________

ENTIRE SECTION DNA _____

PART SF

AQUATIC STANDARDS (SF-1 through SF-11)

****

SCORE Aquatic Section ONLY IF site makes aquatic facilities available to user groups whether or not staff is provided.

****

"Certification" as used in these standards denotes that the individual holds the appropriate level of certification, and that such certification is current (it has not expired).

"Equivalent certification" has been used throughout these standards to allow for certifications which may come from other countries. A chart of some such certifications is included in the APPENDIX. When information is not available in the APPENDIX, it is the responsibility of the Camp Director (not the visitor) to see that equivalency is determined and documented. Key information in determining equivalency would include content covered, skills taught, and hours of instruction. These ratings must match or exceed those levels identified in the standards. Often, the certifiying body from the country in question will be able to identify equivalencies upon request.

See the Glossary for the definition of AQUATIC ACTIVITY and AQUATIC AREA.

SF-1: (PART A PREREQUISITE)

Does the site administration provide, or is there written evidence that each user group is required to provide, persons to guard all aquatic activities with the following qualifications:

***A. Certification—Holds one of the following:**
  - **1. American Red Cross Advanced Lifesaving or Lifeguard Training, or**
  - **2. YMCA Lifeguard, or**
  - **3. Lifeguard BSA, or**
  - **4. Royal Lifesaving Bronze Medallion, or**
  - **5. Equivalent certification? Yes No**

B. Skills—Has skill in rescue and emergency procedures specific to the aquatic area and activities guarded? Yes No

Interpretation:

It is possible to have current WSI certification and not have current advanced lifesaving certification. Current advanced lifesaving credentials are necessary for this standard.

"Skills . . . specific to the aquatic area" means the individual has training or experience in a similar area (e.g. ocean, pool, river, etc.).

Director's Evaluation of Site Compliance

	YES	NO
*A.	____	____
B.	____	____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Personnel Responsible:

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Date/Year ________

SF-2:

Does the site administration provide, or is there written evidence that each user group is required to provide, person(s) to supervise each aquatic activity holding the following qualifications:

DNA A if swimming instruction does not occur.

A. Swimming instruction—Current WSI from the American Red Cross, YMCA Instructor in Swimming and Lifesaving, Aquatic Instructor BSA, or equivalent certification? Yes No

DNA B if small craft activities do not occur.

B. Small Craft—Current Small Craft Instructor rating from the American Red Cross or other equivalent certification, or documented experience indicating knowledge and skill in teaching and/or supervision specific to the small craft activities conducted? Yes No

DNA C if scuba does not occur.

C. Scuba—Current Scuba Instructor rating from Professional Association of Diving Instructors (PADI), National Association of Underwater Instructors (NAUI), Scuba Schools International (SSI), YMCA, or equivalent certification? Yes No

DNA D if instructional activities other than those listed in Parts A, B, and C do not occur. __

D. Other instructional activities—Current Instructor rating from nationally recognized certification programs, or documented experience indicating knowledge and teaching skill specific to the activity? Yes No

Director's Evaluation
of Site Compliance

	YES	NO	DNA
A.	____	____	____
B.	____	____	____
C.	____	____	____
D.	____	____	____

Date Reviewed ________________

Evidence of Compliance
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Personnel Responsible:

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Date/Year ________

SF-3:

Does the site administration require persons to be out of the water while guarding and located in positions from which they can continuously observe and quickly assist any participant? Yes No

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ____________

Evidence of Compliance
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Date/Year ________

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SF-4:

Does the site administration provide or is there written evidence that each user group is required to provide at least one or more persons at each aquatic area holding the following certification:

A. Standard First Aid (minimally) from the American Red Cross or the equivalent? Yes No

B. Cardiopulmonary Resuscitation from the American Red Cross, the American Heart Association, or the equivalent? Yes No

Interpretation:

According to the American Red Cross, the Multi-Media course is a technique of teaching Standard First Aid and therefore, meets the requirement of this standard.

Director's Evaluation
of Site Compliance

	YES	NO
A.	_____	_____
B.	_____	_____

Date Reviewed ____________

Evidence of Compliance
(Written Documents, Supporting
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Personnel Responsible:

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Notes:

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Date/Year ________

SF-5: ____

DNA if swimming does not occur.

Does the site administration implement or is there a written policy which is shared with user groups that requires them to implement a safety system at all aquatic activities that enables lifeguards to quickly account for all swimmers? Yes No

Interpretation:

The "buddy system" is a common example of one safety system. However, it is not the only safe system and may not work with certain types of swimmers. Other systems include tag boards, periodic head counts, etc.

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
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Materials, or Notes)
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Personnel Responsible:

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SF-6: ______________________________

DNA if site does not have a swimming pool.

If a swimming pool is used, are the following conditions met:

- **A. Access is controlled by a physical barrier?** Yes No
- **B. Rescue equipment is readily available and in good repair?** Yes No
- **C. Water depths are clearly marked?** Yes No
- **D. Pool is maintained in a safe condition as evidenced by:**
  - **1. Non-skid, non-abrasive deck,**
  - **2. Chemicals safely stored,**
  - **3. Drains covered and clear of debris, and**
  - **4. Potentially dangerous items such as glass kept out of the pool area?** Yes No
- **E. Pool is maintained in a sanitary condition as evidenced by procedures in practice for the following:**
  - **1. Appropriate pH levels,**
  - **2. Proper skimming and filtering, and**
  - **3. Control of algae?** Yes No

Interpretation:

Rescue equipment may include ring buoys, reaching devices, etc.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA _____

	YES	NO
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

Date Reviewed ______________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)

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Personnel Responsible:

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SF-7: ______________________________

DNA if natural bodies of water are not used for aquatic activities.

If a natural body of water is used for aquatic activities are the following conditions met:

A. There are methods of controlling user group access? Yes No

B. Rescue equipment is readily available and in good repair? Yes No

DNA C if potentially dangerous water conditions do not exist.

C. All potentially dangerous water conditions (drop-offs, currents, submerged objects, etc.) are eliminated, or activities near them are controlled? Yes No

Interpretation:

Methods of controlling user group access does not necessarily imply physical barriers, but may also include methods and combinations of methods such as education, posting regulations, etc.

Reaching devices, ring buoys, designated rescue boats, etc. are all examples of rescue equipment.

Director's Evaluation
of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	
C.	____	____	____

Date Reviewed ______________

Evidence of Compliance
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Personnel Responsible:

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Notes:

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Date/Year ________

SF-8:

Is there a written emergency and accident plan which deals specifically with near-drownings and other aquatic accidents that is shared with user groups? Yes No

Director's Evaluation
of Site Compliance

____ YES ____ NO

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
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Date/Year __________
Date/Year __________

SF-9:

DNA if persons in wheelchairs are not near bodies of water (natural or man-made).

Is there a requirement, made known to user groups, that seatbelts or ties are removed from persons in wheelchairs in the following situations:

1. **When there is a possibility of the wheelchair rolling into the water, or**
2. **In watercraft?** **Yes No**

Director's Evaluation of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting
Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit
and talk with ______________
at (facility) ______________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SF-10:

DNA if watercraft activities do not occur.

Does the site administrator provide, or is there written evidence that each user group is required to provide, personal flotation devices (PFD's) which are:

1. **U.S. Coast Guard approved,**
2. **Adequate in number to provide proper size and fit for each user, and**
3. **Tested annually for buoyancy sufficient to support designated weight? Yes No**

Director's Evaluation
of Site Compliance

____ YES ____ NO ____ DNA

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard____________
____ In Files: ______________
____ Observable [Will need to visit and talk with ________________
at (facility) ________________]

Personnel Responsible:

____

Notes:

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Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

SF-11:

DNA if watercraft activities do not occur.

Does the site administration require that PFD's be utilized by user groups as follows:

A. Carried (either worn or immediately available) in all watercraft sufficient in numbers for all persons on board? Yes No

DNA B if non-swimmers do not use small craft.

B. Worn by all non-swimmers in small craft? Yes No

DNA C if none of the following activities occur.

C. Worn by all persons engaged in any of the following activities:

1. **High speed motor boat operation,**
2. **White water and strong currents,**
3. **Operation of a watercraft by one person except when assistance is readily available,**
4. **Watercraft of any kind in high wind or inclement weather, or**
5. **Waterskiing—except for the driver and participants in trick, show or barefoot skiing when alternate safety devices are in use?** Yes No

Interpretation:

Regarding Part B, the intent of the standard is to protect non-swimmers in craft known to capsize easily (such as canoes, rowboats, kayaks, and sailboats under 26 feet). It is not intended to be applied to craft such as ocean liners, or craft with sleeping facilities.

Regarding Part C-5, "alternate safety devices" include wet suits with built-in flotation or other flotation devices recommended for trick, show, or barefoot skiing.

Director's Evaluation of Site Compliance

ENTIRE STANDARD DNA ____

	YES	NO	DNA
A.	____	____	
B.	____	____	____
C.	____	____	____

Date Reviewed ________________

Evidence of Compliance
(Written Documents, Supporting Materials, or Notes)
____ Following this page
____ See Standard________________
____ In Files: ________________
____ Observable [Will need to visit and talk with ________________
at (facility) ________________]

Personnel Responsible:

____

Notes:

Annual Reviews
Date/Year ________
Date/Year ________
Date/Year ________

APPENDICES

Appendix

Disclaimer:

The forms in this manual are designed for use as samples only. Such forms should be very carefully reviewed and should serve only as a guide for use in specific situations.

American Camping Association, Inc., disclaims any responsibility or liability which may be claimed to arise from, or to have arisen from, reliance upon such forms.

[N.B. The corrections made in Appendix B and Appendix O were authorized during Standards visitor training.]

ANNUAL ACCREDITATION APPLICATION AND STATEMENT OF COMPLIANCE

Although visits may only occur every three years, a legal representative of any camp desiring to apply for Camp Accreditation must sign the appropriate statement of continuing compliance annually.

"AMERICAN CAMPING ASSOCIATION ACCREDITED CAMP" describes the operation of a complete camp program at a particular site by the applicant. That site may be owned, leased, or borrowed by the Accredited Camp sponsor, but the applicant must have total primary responsibility for the campers, program, staff, and arrangements for any support services.

Annual Camp Accreditation Application—Sign "A" or "B"

A. As the legally authorized representative of Camp ______________________________, I do hereby affirm that we are in agreement with the Statement of Compliance and adhere to the Prerequisites for Camp Accreditation listed below and wish to apply for, or continue, our CAMP ACCREDITATION.

Signature	Position	Date

B. I do NOT wish to APPLY for, or continue, our CAMP ACCREDITATION at this time, but I do understand that we must pay the camp service fees according to ACA membership policies.

Signature	Position	Date

STATEMENT OF COMPLIANCE

1. I HEREBY CONCUR IN THE STATEMENT OF DEFINITION OF CAMPING AS SET FORTH BY THE AMERICAN CAMPING ASSOCIATION:

CAMPING IS A SUSTAINED EXPERIENCE WHICH PROVIDES A CREATIVE, RECREATIONAL AND EDUCATIONAL OPPORTUNITY IN GROUP LIVING IN THE OUT-OF-DOORS. IT UTILIZES TRAINED LEADERSHIP AND THE RESOURCES OF NATURAL SURROUNDINGS TO CONTRIBUTE TO EACH CAMPER'S MENTAL, PHYSICAL, SOCIAL AND SPIRITUAL GROWTH.

While the great diversity of camps within the American Camping Association is recognized, there should be some common bond among its membership. This definition is an effort to set forth that bond. Each camp will, in its own way, carry out the definition. Implementation through program is discussed in the ACA Program Standards.

2. TO THE BEST OF MY KNOWLEDGE, MY CAMP COMPLIES SUBSTANTIALLY WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES AND REGULATIONS, AND CODES, AND ALL PERMITS AND LICENSES REQUIRED HAVE BEEN OBTAINED.

The compliance with legal requirements of the jurisdictions within which a camp is located is the responsibility of the camp; enforcement is the responsibility of the appropriate government official. The American Camping Association does not consider itself a legal agency to enforce the law; however, it does seek to assist camp directors in becoming aware of and understanding the law. Where an ACA Standards visitor notes that a law has not been compiled with, this should be discussed with the camp director, and at the discretion of visitor, reported to the Section Board of Directors. There are some practices which are generally stipulated by the laws of various states; however, certain states and situations sometimes are not covered. Therefore, ACA Standards have been established, such as for dishwashing procedures or water testing. Where the ACA Standard requires higher performance than the legal requirements, a camp must comply with the Standard.

3. TO THE BEST OF MY KNOWLEDGE, MY CAMP COMPLIES WITH ALL OF THE PREREQUISITES FOR CAMP ACCREDITATION.

Prerequisites for Camp Accreditation

The following Standards are prerequisite for Camp Accreditation in the American Camping Association. Compliance with these Standards is mandatory for Camp Accreditation. Interpretation of the Standards may be found in the appropriate section of "ACA Standards with Interpretations for the Accreditation of Organized Camps" under the Standard number indicated. These Standards are identified by an asterisk in the Standards book.

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Prerequisites for Camp Accreditation continued

*A-6: Is the water for all drinking and food preparation purposes supplied by a public water authority or has it been approved in writing by the government or by an independent laboratory:
1. At least annually for a continuously used water supply, or
2. No more than 30 days prior to the use of a seasonal water supply by a camper or staff group?

*A-9C Are all buildings used by campers or staff for sleeping constructed or equipped with the following safety features:
C. A direct means of emergency exit to the outside from all sleeping floors which do not have a ground level entrance?

*A-11: Is all sewage disposed of in a public sewage system or in a manner approved by health authorities?

*B-2: Is there a written statement of goals with specific objectives in terms of camper development?

*B-16: Are all firearms and ammunition in camp stored under lock?

*B-22: Is emergency transportation available at all times provided by either:
1. The camp, or
2. Community emergency services with whom prior arrangements have been made in writing?

*B-32: Are perishable foods kept at a temperature of 45 degrees F. or less and are thermometers kept in refrigeration facilities?

*B-38: Are food service utensils cleaned and disinfected after each use in accordance with the following process:

When washing by hand—
1. Scraped free of food particles,
2. Washed in hot (minimum 100 degrees F.) soapy water,
3. Rinsed in clear, hot water (minimum 100 degrees F.),
4. Rinsed again, either:
   a. In clear water at 180 degrees F. for 30 seconds (if thermostat is not available to check temperature, boiling water should be used), or
   b. In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials,
5. Air dried?

When using a commercial dishwasher—
1. Scraped free of food particles,
2. Rinsed in clear, hot water (minimum 100 degrees F.),
3. Washed in hot (minimum 100 degrees F.), soapy water,
4. Rinsed again, either:
   a. In clear water at 180 degrees F. for 30 seconds or equivalent commerical dishwashing machine process, or
   b. In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials,
5. Air dried?

*E-4A: To provide first aid, is there staff with the following qualifications on duty in camp at all times when campers are present:
A. Licensed Physician, Registered Nurse, Emergency Medical Technician, Paramedic, or a person certified in American Red Cross Standard First Aid (minimally) or the equivalent?

*E-7: Are health histories which meet the following requirements obtained from all campers and staff:
1. Signed by parent or guardian, if minor,
2. Completed within 6 months of camp attendance,
3. Include the following information—
   a. Record of past medical treatment, immunizations, and allergies (except for non-medical religious camps),
   b. Description of any health conditions requiring special consideration,
   c. Signed permission for camp to seek necessary medical treatment in an emergency or, in the event of a non-medical religious camper or staff, a signed religious waiver?

*E-9: Are the physical conditions of all campers and staff screened immediately before departure for or upon arrival in camp by persons qualified as follows:
1. Resident Camp—
   a. Licensed Physician, or
   b. Registered Nurse, or
   c. An adult approved in writing by a Licensed Physician who is following the specific written directions of that physician?
2. Camp primarily serving persons with special medical needs—
   a. Licensed Physician, or
   b. Registered Nurse, or
   c. Graduate Nurse or Licensed Practical Nurse under the immediate supervision of a Licensed Physician or Registered Nurse?
3. Non-Medical Religious Camp—
   a. Christian Science Graduate Nurse, or
   b. Camp Health Supervisor?

*E-10: Are the following medical records maintained for use during camp; and are they kept for a period of statutory limits or for a period advised by legal counsel:
A. A daily medical log kept in a bound book which has pre-printed page numbers and lined pages and in which the following information is recorded in ink with no lines skipped—
   1. Date, time and name of person injured or ill,
   2. General description of injury or illness,
   3. Description of treatment (if administered),
   4. Initials of person evaluating and treating?

*B. Accident reports completed for all accidents resulting in injury requiring professional medical treatment?

*F-6A: Are persons who meet the following qualifications guarding all aquatic activities:
A. Holds one of the following certifications:
   1. American Red Cross Advanced Lifesaving or Lifeguard Training, or
   2. YMCA Lifesaver and Guarding, or
   3. Lifeguard BSA, or
   4. Royal Lifesaving Bronze Medallion, or
   5. Equivalent certification?

ANNUAL SITE APPROVAL APPLICATION AND STATEMENT OF COMPLIANCE

Although visits may only occur every three years, a legal representative of any camp desiring to apply for Site Approval must sign the appropriate statement of continuing compliance annually.

"AMERICAN CAMPING ASSOCIATION APPROVED SITE" refers to the campsite which makes its site, facilities, and sometimes core services available to user groups which retain primary responsibility for themselves. Examples of such groups might include Scout troops, church groups, school groups, and organizations using campsites for retreats, meetings, conferences, or to operate their own camp.

Annual Site Approval Application—Please sign A or B

A. I do hereby affirm that we are in agreement with the Statement of Compliance and adhere to the Prerequisites for SITE APPROVAL below and wish to apply for or continue our SITE APPROVAL.

Signature	Position	Date

B. I do NOT wish to APPLY for or continue our SITE APPROVAL at this time, but I do understand that we must pay the camp service fees according to ACA membership policies.

Signature	Position	Date

STATEMENT OF COMPLIANCE

1. I HEREBY CONCUR IN THE STATEMENT OF DEFINITION OF CAMPING AS SET FORTH BY THE AMERICAN CAMPING ASSOCIATION.

CAMPING IS A SUSTAINED EXPERIENCE WHICH PROVIDES A CREATIVE, RECREATIONAL AND EDUCATIONAL OPPORTUNITY IN GROUP LIVING IN THE OUT-OF-DOORS. IT UTILIZES TRAINED LEADERSHIP AND THE RESOURCES OF NATURAL SURROUNDINGS TO CONTRIBUTE TO EACH CAMPER'S MENTAL, PHYSICAL, SOCIAL AND SPIRITUAL GROWTH.

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The compliance with legal requirements of the jurisdictions within which a camp is located is the responsibility of the camp; enforcement is the responsibility of the appropriate government official. The American Camping Association does not consider itself a legal agency to enforce the law; however, it does seek to assist camp directors in becoming aware of and understanding the law. Where an ACA Standards Visitor notes that a law has not been complied with, this should be discussed with the camp director, and at the discretion of visitor, reported to the Section Board of Directors. There are some practices which are generally stipulated by the laws of various states; however, certain states and situations sometimes are not covered. Therefore, ACA Standards have been established, such as for dishwashing procedures or water testing. Where the ACA Standard requires higher performance than the legal requirements, a camp must comply with the Standard.

3. TO THE BEST OF MY KNOWLEDGE, MY CAMP COMPLIES WITH ALL OF THE PREREQUISITE STANDARDS FOR SITE APPROVAL.

Prerequisites for Site Approval

***SA-7:** Is the water for drinking and food preparation purposes supplied by a public water authority or has the water been approved in writing by the government or by an independent laboratory:

1. At least annually for a continuously used water supply, or
2. No more than 30 days prior to the use of a seasonal water supply by a user group?

***SA-10C:** Are all buildings used by site staff or user groups for sleeping constructed or equipped to provide the following safety features:

C. A direct means of emergency exit to the outside from all sleeping floors which do not have a ground level entrance?

***SA-12:** Is all sewage disposed of in a public sewage system or in a manner approved by health authorities?

(continued)

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***SB-8:** Are all firearms and ammunition owned by site or its staff stored under lock?

***SB-19:** Are perishable foods kept at a temperature of 45 degrees F. or less and are thermometers kept in refrigeration facilities?

***SB-25:** Are written procedures in practice for cleaning and disinfecting food service utensils after each use in accordance with the following process:

When hand washing—

1. Scraped free of food particles,
2. Washed in hot (minimum 100 degrees F.), soapy water,
3. Rinsed in clear, hot water (minimum 100 degrees F.),
4. Rinsed again, either:
   a. In clear water at 100 degrees F. for 30 seconds (if thermostat is not available to check temperature, boiling water should be used), or
   b. In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials, and
5. Air dried?

When using a commercial dishwasher—

1. Scraped free of food particles,
2. Rinsed in clear, hot water (minimum 100 degrees F.),
3. Washed in hot (minimum 100 degrees F.), soapy water,
4. Rinsed again, either:
   a. In clear water at 180 degrees F. for 30 seconds or equivalent commercial dishwashing machine process, or
   b. In a suitable chemical disinfectant used as specified on the label or according to recommendation of health officials, and
5. Air dried?

***SE-3:** Are the following health care records maintained for use during site operation and are they kept for a period of statutory limits or for a period advised by legal counsel:

*A. A daily medical log kept in a bound book which has pre-printed page numbers and lined pages and in which the following information is recorded in ink with no lines skipped—

1. Date, time, and name of person injured or ill,
2. General description of injury or illness,
3. Description of treatment (if administered),
4. Initials of person evaluating and treating?

*B. Accident reports completed on all accidents resulting in injury requiring professional medical treatment?

***SF-1A:** Does the site administration provide, or is there written evidence that each user group is required to provide, persons to guard all aquatic activities with the following qualifications:

A. Certification—Holds one of the following:

1. American Red Cross Advanced Lifesaving or Lifeguard Training, or
2. YMCA Lifesaver and Guarding, or
3. Lifeguard BSA, or
4. Royal Lifesaving Bronze Medallion, or
5. Equivalent certification?

APPENDIX B

WRITTEN DOCUMENTS REQUIRED OF CAMPS SEEKING CAMP ACCREDITATION

STANDARD	TOPIC	STAFF ASSIGNED
A-2	Plan to control human impact on environment	
*A-6	Approval of water supply	
A-7	Blueprints/charts of utility and sanitation lines	
A-24	Agreement between site owner and program administrator	
B-1	Comprehensive Plan	
*B-2	Statement of Goals	
B-3	Outline of how objectives are implemented	
~~B-4~~	Samples of forms or results of evaluations conducted	
B-6	Information on each individual in camp	
B-7	Procedures on the release of minors and verification of absentees	
B-8	Policy on the release of personal information	
B-9	Budget, bookkeeping system, and audit	
B-10	Inventories	
B-11	Risk Mangement Plan	
B-12	Insurance coverage	
B-15	Policy to cover camper/staff personal possessions	
B-19	Disaster procedures	
B-20	Search and rescue procedures	
B-21	Emergency communication procedures	
B-23	Motorized vehicle log	
B-23	Agreement with owners of non-camp-owned vehicles	
B-25	Safety procedures for transporting campers	
B-34	Food records	
~~B-40~~	System to identify/respond to dietary needs	
C-2, C-3, C-4, C-5, C-7, C-8, C-9	Chart of staff, age, education, age group served, length of contract	
C-11	Employment agreement	
C-12	Personnel policies	
C-13	Policy prohibiting gratuities	
C-14	Staff organization chart	
C-15	Job descriptions	
~~C-20~~, ~~C-21~~	Schedule and content of pre-camp training	
D-15	Operating procedures for all controlled risk activities	

STANDARD	TOPIC	STAFF ASSIGNED
D-16	Documentation of activity leader skill	
E-1	Health Care Plan	
E-3	Certification/License of Camp Health Supervisor	
E-4	Certification of first aid personnel	
E-5	Procedures for providing health care	
E-6	Doctor-approved standing orders	
*E-7	Health histories	
E-8	Health examination	
*E-9	Approval of adult to screen	
*E-10	Medical log, accident reports, histories and exams	
E-11	Procedures to provide care away from the health care facility	
E-17	Information on camp's philosophy and health management practices	

STANDARDS FOR SELECTED PROGRAMS

STANDARD	TOPIC	STAFF ASSIGNED
F-1, G-1, H-1	Agreement with providers of program service	
F-2, F-3, *F-6, F-8	Documentation of certification, skill, and experience	
F-4	Aquatics—Guarding procedures	
F-13	Aquatics—Emergency and accident plan	
G-2, G-4, G-5, G-19	Documentation of certification, skill, and experience	
G-7	Tripping—Record of locations of medical assistance	
G-9	Tripping—Itineraries for trips	
G-10	Tripping—Environmental impact procedures	
H-2, H-6	Documentation of certification, skill, and experience	
H-3	Horseback Riding—Staff/Camper ratios	
H-8	Horseback Riding—Procedure for daily checks of horses	
H-13	Horseback Riding—Feeding schedule	
H-14	Horseback Riding—Insurance coverage	
H-15	Horseback Riding—Safety regulations	
H-16	Horseback Riding—Agreement when renting, leasing or borrowing horses	
I-1, I-2	Documentation of certification, skill and experience	
I-10	Travel Camp—Itinerary	
I-12	Travel Camp—Daily Log	
I-13	Travel Camp—Documents identifying group	
I-14	Travel Camp—Limited power of attorney	
I-16	Travel Camp—Procedures when persons are excluded from the trip	

WRITTEN DOCUMENTS REQUIRED OF CAMPS SEEKING SITE APPROVAL

STANDARD	TOPIC	STAFF ASSIGNED
SA-1	Comprehensive Plan	
SA-3	Inventories	
*SA-7	Approval of water supply	
SA-8	Blueprints/charts of sanitation and utility lines	
SA-25	Agreement specifying responsibilities and policies	
SB-1	Risk Management Plan	
SB-2	Rules, regulations, and site risks for user groups	
SB-3	Procedures for user groups	
SB-4	Budget, bookkeeping system, and audit	
SB-5	Insurance coverage	
SB-11	Policy to user groups re: firearms, flammable materials, hand and power tools	
SB-12	Arrangements for emergency transportation	
SB-13	Vehicle log and agreement with owners of non-camp-owned vehicles	
SB-15	Safety procedures for transportation	
SB-21	Menus and food records	
*SB-25	Procedures for dishwashing	
SC-1	Employment agreement	
SC-2	Personnel policies	
SC-3	Staff organization chart	
SC-4	Job descriptions	
SE-1	Procedures for health care	
SE-2	Standing orders	
SE-3	Health care records, accident reports, history and exam forms (when used)	
SF-1, SF-2, SF-4	Evidence of certification	
SF-3	Policy requiring guards to be out of the water	
SF-5	Evidence requiring a safety system for swimming	
SF-8	Emergency and accident plan	
SF-10	Policy requiring user groups to utilize PFDS	

ARCHITECTURAL BARRIERS CHECKLIST

The following checklist is intended to give examples of design features that will help make camp facilities accessible to persons with limited mobility. For more comprehensive guidance, refer to "American National Standard Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People," The American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018.

GENERAL GROUNDS

All camps, even those that do not serve campers with disabilities, should make their site as accessible as possible to parents, visitors and other members of the general public that have limited mobility. Some features that may be incorporated include:

_____ at least one 96" wide parking space with access aisle

_____ at least one accessible route to buildings most often used by parents and the public

_____ at least one accessible public toilet

NAME OF UNIT

BUILDINGS

It is not necessary for every building to be accessible to every person in camp. Campers and staff should, however, have access to all camp programs and activities.

WALKWAYS (to each accessible area and building)

_____ 36" wide for one-way traffic, 60" wide for two-way traffic
_____ continuous, hard surface, with no steps
_____ gradient not greater than 5 percent (1' rise in 20')

RAMPS

_____ incline no more than 1' in 12'
_____ non-slip surface
_____ at least one handrail 32" high

DOORS AND DOORWAYS

_____ 32" opening by single effort
_____ 5' level clearance in direction door swings
_____ flush threshold

FLOORS

_____ non-slip surface
_____ traffic space for wheelchairs and walkers

TOILETS

_____ toilet stall 3' x 4' x 8' with 32" door opening and handrails on each side of toilet

_____ lavatory usable by person in wheelchair

_____ mirrors and dispensers no higher than 40"
_____ shower entrance flush or ramped

CHECKLIST FOR DEVELOPING A LEASE AGREEMENT (A-24)

Standard A-24 requires the development of a lease agreement between site owners and program administrators. Since many factors vary based on terms of lease, conditions, requirements as stipulated by the parties, and laws governing the state in which the lease is made, the following may only be used as guidelines. Any lease agreement should be checked with legal counsel. Generally, the following topics should be addressed. Further information is available from the American Camping Association's Publications Service by obtaining a copy of Technical Information Paper #4, "Checklist for Items to be Included in Camp Lease Agreement When Consulting an Attorney."

1. Parties and their addresses
2. Buildings, facilities, and/or services included
    a. Condition of same
    b. Inspection for damages
3. Costs

    Deposit required? Is it or any portion of the fees refundable? Does deposit earn interest? Charges for extra services? When are payments due? Security deposit required?

4. Rules and Regulations
5. Insurance coverage
6. Use of Premises (purpose of use, necessary restrictions)
7. Lessor's right of entry
8. Indemnification of Lessor
9. Terms and options to renew

    Duration of lease? Reasons for termination by either party? Is there an option to extend the lease?

10. Signatures of responsible parties

SAMPLE COMPREHENSIVE PLAN OUTLINE (B-1)

The Comprehensive Plan as defined in the operational definitions is "an all-encompassing plan which sets forth all aspects, including the master site plan and the master program plan which are based upon a statement of goals."

The following outline indicates those elements which should be included in the Comprehensive Plan of a camp:

I. The Philosophy of the Sponsoring Organization or Individual(s)

II. Statement of Camp Goals and Objectives

III. Assessment of Current Conditions (or information about "where we are now") in the areas of

A. SITE/FACILITIES: What is the condition of the camp site location/natural setting/etc. as well as all buildings (structure/utilities/maintenance/etc.)? How do present conditions relate to the master site plan?

B. PROGRAM: What activities are being offered now? How are they being received? How is it structured?

C. MARKET: Who are the clientele or personnel utilizing the program?

D. ADMINISTRATION AND FINANCE: What is the current support system for the facility and program, including but not limited to staff, equipment, camper recruitment/registration? What are the factors relating to camp expenditure or income?

E. ENVIRONMENTAL PRESERVATION: What conditions are noted in drainage and erosion control? How is the natural environment being protected/cared for?

IV. Projections of Future Development (or "where we want to be by when") in the areas of

A. SITE/FACILITIES: What changes, if any, are needed and are they included in the master site plan?

B. PROGRAM: What will the program consist of and how will it be structured?

C. MARKET: Who are the potential clientele and what is the plan to reach them?

D. ADMINISTRATION AND FINANCE: What will the future operational needs be? What financial resources will be needed and how will they be obtained?

E. ENVIRONMENTAL PROTECTION AND PRESERVATION: What steps should be taken to preserve the natural environment of the camp for future generations? What steps can be taken in the next five years to improve/maintain water quality and other environmental surroundings?

V. Periodic Review Planned and Modifications Made as Needed

SAMPLE STATEMENT OF GOALS AND OBJECTIVES FOR CAMPER DEVELOPMENT
(Standard B-2)

GOALS describe the general purpose or intent of the camp experience and provide overall direction in camp development. The goals shown below are camp program goals. Other goals will be expressed in the Comprehensive Plan (Standard B-1) as related to site development, market, finance and administration, and environmental protection and preservation.

Example: It is the goal of our camp to—

—encourage each camper to develop new skills and work toward improving her performance at a given task.

—develop in each camper an appreciation for the natural surroundings including a concern for ecology, and a desire to help preserve our environment.

—help each camper gain a deeper understanding of an appreciation for their own skills and abilities.

—encourage the development of leadership skills in campers of all ages.

OBJECTIVES provide a more specific description of the areas and levels of growth and development which campers will achieve as a result of their camp experience. One example for each of the above goal areas is listed below. Often, camps will have several objectives related to each general program goal. The objective should be stated specifically, so that staff can tell when the objective has been attained.

Examples:

1. *Skill development*—Each camper will master at least three skills not previously performed in the areas of horsemanship, aquatics, or outdoor living.
2. *Appreciation of the natural surroundings*—Each camper will participate in the planning and carrying out of an activity which will provide for action in environmental protection, improvement projects, or appreciation of nature.
3. *Appreciation of their own skills and abilities*—Each camper will satisfactorily complete adventure/challenge programs where they exercise leadership and group and individual problem-solving roles.
4. *Leadership development*—Each camper will assume the role of group leader at least three times during the camp session.

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APPENDIX G

SAMPLE OUTLINE OF IMPLEMENTATION OF GOALS AND OBJECTIVES (B-3)

OBJECTIVE	**IMPLEMENTATION**
Each camper will master at least three skills not previously performed in the areas of horsemanship, aquatics or outdoor living.	*Program* provides opportunity to pre-test to determine entry skill levels. Daily instruction and free time opportunity in horsemanship and aquatics. Cabin groups must have at least one overnight per week. *Leadership* is selected for ability to teach children skills and are provided training in monitoring skill development.
Each camper will participate in the planning and carrying out of an activity which will provide for action in environmental protection, improvement projects, or appreciation of nature.	*Program* allows time for tent/unit projects. Activities requiring extensive facilities and equipment intentionally limited to foster development of indigenous program. Layout of campsite requires interaction with various environments daily. *Leadership* is trained during Pre-Camp to observe and respect natural surroundings. Resources available in Nature Center, Camp Library, staff resource areas.
Each camper will satisfactorily complete adventure/challenge programs where they exercise leadership in group and individual problem-solving roles.	*Program and Program Planning* include both adventure/challenge activities such as backpacking, a high ropes course, a team initiative course, a canoe challenge course. Emphasis in planning is on analysis of situations and development of action solutions. *Leadership*—camp staff are trained and supervised in leadership techniques utilizing problem-structuring, camper-supportive success/failure attribution communication, and appropriate physical safety aspects of adventure/challenge activities.

RISK MANAGEMENT PLAN

A risk is an uncertainty or probability concerning the loss of resources. Risk Management Plans are systems to identify, reduce, prevent or control loss of resources associated with the camp.

To *identify risks*, one must first identify what assets are exposed to risk or what do you have to lose? Are they tangible resources such as people, money and/or property, or are they intangibles such as markets, reputation or communication? Personal safety risks are those areas where someone might get hurt. Operational financial risks are those areas where property equipment and/or money might be damaged or lost. Participants and staff are risking personal injury, their job or their lives.

The camp owner and/or operator is risking the loss of their entire operation through their actions or non-actions. Money, property and business may be lost to compensate an injured person through a proven act of negligence. These are tort liabilities, wrongs, or injuries to another person of a non-criminal nature. Camp owners and/or operators also have property risks through exposure of buildings, equipment, etc., to loss through fire, theft, vandalism, negligence, floods, utility shut downs, etc. Money may also be lost through fidelity risks or the misuse, theft or destruction of money or improper performance of accounting duties or through contract liabilities. If the terms of a contract are not met or are violated and damage occurs, there may be cause for litigation.

Most risks can be handled in one or more of four ways. The four ways are *transfer, reduction, retention* or *avoidance*. Of course, the most effective is avoidance. By not doing the program or not using a dangerous piece of equipment, you avoid the risks. Transferring the risk or portion of the risk to another party such as an insurance company or in a contract is a way to protect the camp from loss. Retention of a risk is usually selected when the loss is not very likely to happen and not very costly when it does happen. The owner/operator decides he/she can afford to retain the risk and is willing to accept the consequences of the loss.

Risk reduction is perhaps the most important method because this method is needed even if transfer or retention are used. Risk reduction includes loss control procedures that lower the possibility of loss and reduce frequency and severity. These procedures include planning and implementing intervention systems for identifying risks and emergency situations, preventive maintenance, injury control, information distribution and record keeping.

Resources available to help in the development of your Risk Management Plan include:

YMCA—*YMCA Risk Management Program*
Camp Fire, Inc.—*Management of Risks and Emergencies*
American Red Cross—*Camp Safety and Health Management*

AMERICAN CAMPING ASSOCIATION
INSURANCE PROGRAM CHECKLIST

	HAVE IT	CHECK IT OUT	NO ACTION
PROPERTY			
BUILDINGS & CONTENTS (B-12D)			
*a) Fire, Lightning, Extended Coverage, Vandalism & Malicious Mischief			
b) "All Risk" Perils			
c) Deductible; $100 is usually standard			
d) Premium Savings for $1,000 Deductible			
e) Replacement Cost Coverage			
f) Blanket Coverage on Building & Contents			
g) Current Appraisal			
h) Signs			
i) Earthquake & Flood			
j) Property of Others in Your Control			
CAMP EQUIPMENT FLOATER			
a) Broad Named Perils			
b) "All Risk" Option			
c) Deductible			
BUSINESS INTERRUPTION			
a) Tuition Fees			
b) Loss of Rent			
c) Extra Expense			
d) Other Income			
***MOTOR VEHICLE INSURANCE**			
a) Limits of Liability—$500,000 Single Limit BI & PD			
b) Business Use			
c) Use of Other Autos Broad Form			
*d) Employers Non-Owned and Hired Autos			
*e) Leased Autos/Additional Insureds			
*f) Camp Bus Coverage			
g) Medical Payments			
h) No Fault			
i) Comprehensive			
j) Collision			
k) Towing/Private Passenger Vehicles			

**Specifically included in Standards B-12, H-14 and/or SB-5.*

Form adapted courtesy of Rhulen Agency, Monticello, NY.

INSURANCE PROGRAM CHECKLIST

	HAVE IT	CHECK IT OUT	NO ACTION
GENERAL LIABILITY			
*a) Comprehensive Policy Form			
b) Limits of Liability—$500,000 B.I. $100,000 P.D.			
c) Products Liability			
d) Independent Contractors Liability			
e) Malpractice			
f) Personal Injury Liability Including Employee Coverage			
g) Advertising Liability			
h) Contractual Liability			
*i) Saddle Animal Liability			
j) Fire Legal Liability			
k) Owned Watercraft			
l) Non-Owned Watercraft			
m) Additional Insured Employees			
n) Host Liquor Liability			
o) Excess Camper Medical			
p) Camp Director Professional Liability			
q) Other exposures or business			
UMBRELLA (CATASTROPHE) LIABILITY			
***WORKERS COMPENSATION**			
a) All States Coverage			
b) Longshoremens & Harbor Workers Act Coverage			
c) Executive Officers of Corporations Excluded (where permitted by State Law)			
d) Employers Liability			
e) Non Occupational Benefits Law (DBL)			
CAMPER MEDICAL COVERAGE			
a) Accident Only			
*b) Accident & Sickness			
*c) Staff Included			
OWNED/NON-OWNED AIRCRAFT LIABILITY			
DIRECTORS & OFFICERS LIABILITY			
a) Non-profit organization			
b) Non-profit camp			
CRIME INSURANCE			
a) Coverage for Employee Dishonesty			
b) Loss of Money & Securities (Inside & Outside)			

**Specifically included in Standards B-12, H-14 and/or SB-5*

Form adapted courtesy of Rhulen Agency, Monticello, NY.

STAFF CERTIFICATION CHECKLIST

The certification required by various standards has been categorized below. All staff with such certification should be listed. Copies of licenses, WSI cards, etc., are also required as evidence of compliance. The chart serves as a summary in determining compliance with the standard.

			LIST DATE OF EXPIRATION							
NAME	AGE	POSITION	First Aid E-4, F-8, G-5, H-6, SF-4	CPR E-4 F-8 G-5 SF-4	WSI F-2 F-3 SF-2	ALS F-5 F-6 SF-1	SCI F-3 SF-2	MD RN E-3 E-9 G-6	Other Instructor D-16, E-4, F-3, G-2, H-2	Applicable Standard
Example: Mary Smith	22	Waterfront Director	9/86	9/85	6/87	11/86	—	—	—	F-2, 3, 5 6, 8
Summary #_____			#_____	#___	#___	#___	#___	#___		

APPENDIX K

STAFF QUALIFICATION CHECKLIST

The qualifications required by various standards have been categorized below. *Each* staff member should be included on such a chart to help visitors and directors determine compliance with the standards.

NAME	**POSITIONS/AGE GROUP**	**AGE** C-1, C-7, C-8, F-2, G-2, H-2, I-1, I-2	**EDUCATION** C-2, C-3	**LEADERSHIP EXPERIENCE** C-1, D-17, F-2, G-3, H-2	**LENGTH OF CONTRACT** C-9

APPENDIX L

EMPLOYMENT CONTRACT
(Sample: Standard C-11)

CAMP STAFF AGREEMENT

BETWEEN

CAMP ________________________________ and ____________________

The signing of this Agreement by the Camp Director and the above named Staff Member binds them to the following terms:

1. The Staff Member agrees to serve the Camp to the best of his/her ability in the capacity of____________________.
2. The dates of agreed employment or volunteer service are from ____________________ to____________________.
3. The salary to be paid by the Camp to the Staff Member for the above period is ____________________.

IN ADDITION to the above salary, the Camp agrees to provide:

____

____

____

4. The Staff Member agrees to abide by the Personnel Policies and Practices as attached, and to the following special conditions:

____

____

This Agreement shall be deemed to have been executed in the State in which the Camp is located.

ACCEPTED according to the above Terms and Conditions

Signed: ____________________	Signed: ____________________
CAMP ____________________	STAFF MEMBER ____________________
By____________________	Address____________________
Address____________________	____________________
____________________	Telephone ____________________
Date:____________________	Date:____________________

APPENDIX M

SAMPLE PERSONNEL POLICIES (Standard C-12)

It is essential that each camp's personnel practices be clearly set forth in writing. This is required by the standard (C-12), and also it is a condition set forth in ACA's Code of Ethics which is signed at the time of application for membership in the Association.

Personnel policies should include the items listed below. It is recommended that both staff and board (or committee) participate in their formulation. They should be officially adopted by the governing body of the camp and made fully known to all employees and volunteers before employment.

The samples below are only guidelines. Specific content of policies will be determined by many factors, and should be in conformity to local, state, and federal law.

Payment of Salary: Examples: 1) "Salaries will be paid at the end of the camping season and may be drawn against during the season." 2)"You will receive your salary in four equal payments, to be made the middle and end of the months of July and August." 3)"One-half is payable at the end of July and the balance when records and final reports have been submitted."

A statement regarding how Social Security and witholding taxes affect take-home pay should be included.

Other Remuneration: Examples: 1)"Transportation from the point of assembly to camp and return on opening and closing of camp will be provided." 2) "The value of room and board will be computed at $ per week." (Also indicate if taxes are based on this additional value.)

Tips-Gratuities: It would be desirable to state the position of the camp regarding tips, gifts, and gratuities from parents. An acceptable means of handling such situations may also be helpful.

Promotions: Staff members already employed by the camp should have first consideration in filling vacancies, but promotion should be based on evaluation of the employee's job performance and his/her capacity for the new position. Provision should be made for a staff member to advance in salary in the position for which (s)he is best suited rather than having to change positions solely because of a higher salary in a position for which the individual is not suited.

Termination of Agreement: The personnel practices of the camp should contain definite provision for the termination of an employee's services, whether such termination is sought by the camp or the employee. For example, the camp should reserve the right to cancel the contract on or before a specified date if low enrollment makes it necessary to reduce the staff. This contract shall continue only as long as the employee complies with its terms. If said employee and employer agree that for their own best interests, or for the best interests of the camp, the employment shall be terminated, the employee shall be paid to the end of the normal terminal notice period. Either of the parties to the agreement may terminate the same by giving the other a minimum of one week's notice in writing, payment to be made in accordance with the number of days worked. In case of early departure or dismissal from camp, or should the camp period be shortened by fire, epidemic, accident, etc., it is suggested that the employee's salary be prorated.

Dismissals: The conditions warranting dismissals should be detailed insofar as possible, and should include exact information as to who has the responsibility for the dismissal (or suspension); the process of appeal, if the employee desires; and the "notice" period, which should be a minimum of seven days.

All dismissal notices should be issued in writing, with the reasons for dismissal clearly stated. The camp should always reserve the right, in the case of gross misconduct, to relieve the employee of his duties at once. However, the exercise of this right should in no way prejudice the employee's right to the use of an appeal system, and to the reinstatement of all rights and privileges in case the dismissal (or suspension) is not upheld. In any case, the employee is entitled to salary to the end of the normal terminal notice period.

Resignation: Employees should give a minimum of seven days notice. The more responsible the position, the greater the amount of notice the employee should give. During the time between notice and actually leaving the position, the worker should do all in his/her power to protect the interests of the camp by leaving the work in good shape and by assisting in paving the way for his/her successor. In no other area of employee-employer relationships is the matter of professional ethics more important than here.

Sick Leave: If personnel is employed for a two-month period, the camp should provide a five-day sick leave for the entire two months' period with pay for all camp employees. If workers are employed for a longer period, the policies of sick leave should conform with those of the organization sponsoring the camp.

Emergency Leave: Provision should be made for situations such as critical family illness or death, or urgent personal business. Time granted normally varies with the circumstances, but generally does not exceed five days with pay.

Health Examination: The camp should indicate its policy on health histories and health examinations. It is possible to have different policies for campers and staff (e.g. camper health examinations within 1 year and staff health examinations within 2), but all persons must have examinations within the time frame as set by the standard in order to score YES to standard E-8.

It would be well to indicate at whose expense such an examination is required. Should there be any question of physical fitness on the part of the employee, the camp should reserve the right to require, at any time during employment, a health examination by the physician or clinic of the camp's choice, at the expense of the camp.

Hospitalization-Medical Care: Each camp should have a clear-cut statement relative to expenses created by sickness and accidents, stating the responsibilities of the employer and the employee. The availability of Workers Compensation insurance and/or health and accident insurance should be stated.

Personnel policies should indicate whether the staff member is covered by health and accident insurance in addition to Workers Compensation, or whether he/she is expected to have that coverage as an individual.

Insurance-Social Security: Employees who are required to operate an automobile as part of their work should be fully protected by non-owner liability insurance, with adequate coverage to adequately provide for persons who may be injured at the hands of the employee in his/her pursuit of duty.

The availability of malpractice insurance for health staff should be indicated.

Conduct: Policies should specify acceptable/unacceptable conduct both on and off camp grounds while the staff member is in the employ of the camp. Conditions of severance should also be specified. Many camps specify that use of alcoholic beverages or controlled substances is cause for dismissal.

Time Off: Workers in camps are expected to give a high quality of service requiring considerable independent judgment, creative thinking, and professional discipline. In order that this work can be effective and of high quality, there should be definite limitations on the number of hours that employees are expected to work. Policies should take into account time off needed each day by all staff, as well as additional time in blocks of not less than twelve hours each week.

Camp administrators should pay particular attention to state law affecting employment practices of cooks, nurses, minors, and any other job classifications affected by state law.

Staff Use of Camp Equipment: The camp should have a clearly defined policy as to when the resources of the camp can be used by staff, whether for instruction or recreation.

Staff Room or Cabin: Each camp should have a facility available for staff use during their free time. It is preferable that such an area be exclusively for staff. The policy should indicate its availability, rules governing its use, and location.

Performance Evaluation: Staff should be informed of the methods to be utilized in evaluations of themselves, as well as for those evaluations they will be asked to provide on others. Frequency, content, and the disposition of those evaluations should be noted.

Other: Additional policies may include those concerning personal equipment, visitors, use of automobiles, etc.

BEST COPY AVAILABLE

APPENDIX N

WRITTEN OPERATING PROCEDURES FOR CONTROLLED PHYSICAL RISK ACTIVITY SAMPLE (Standard D-15)

Activity: Outdoor Cooking

I. **Supervision**
  A. Staff Qualifications
    1. (ACA) OLS Advanced Campcraft certification or the equivalent required when *any* outdoor cooking is taking place.
    2. All staff assisting shall:
      a. be assessed for skills during Pre-Camp Training by an OLS Instructor
      b. participate during Pre-Camp in training sessions on nutrition, food preparation, sanitation, and practice sessions
      c. be 19 years of age or older.
    3. New staff will be assisted by an experienced staff person during at least his/her first camper cookout and assessed for attention to safety, mature judgment, and control of campers.
    4. Someone qualified in First Aid and the Heimlich Maneuver (covered in staff training) shall be present at each cookout.

  B. Supervision
    1. All toolcraft, firecraft, and outdoor cooking shall be specifically supervised (ratio 1:4, no other functions) until all camper groups have demonstrated adequate safety skills in these areas. At that time, the following activities may be supervised using a buddy system with campers serving as safety spotters—axe, saw, fire lighting, addition of wood to burning fires, food preparation involving knives, serving food, and cleaning up.
    2. General supervision when such a buddy system is in use should be immediately available, but may be engaged in other functions.

II. **Participation and Safety Considerations**
  A. Eligibility Requirements
    All campers shall participate in instruction and specifically supervised practice of toolcraft, firecraft, and outdoor cooking as listed above, prior to being a camper-spotter.

  B. Risk Identification
    1. Toolcraft—use of axe, saw, knives
      a. lacerations and incise wounds from tools/edges
      b. splinters and abrasions from wood
      c. rashes, strings, contact dermatitis from plants and insects in wooded areas
      d. blisters from continual use of axe or saw
      e. environmental damage due to use of live timber
    2. Firecraft—use of woodfire cooking and dishwashing
      a. burns
      b. environmental damage by fire or excess heat
    3. Outdoor cooking
      a. lacerations, punctures and incise wounds
      b. illness for contaminated food and/or allergic reactions to specific foods
      c. thermal burns to body from hot foods/water/steam containers and/or utensils
      d. choking due to food blockage in the trachea

  C. Safety Rules (Explained during first activity, posted in the tool shed, followed during activities)
    1. All wood-splitting with an axe shall be done in the axe yard using the perpendicular hit method.
    2. Axes shall be used only for splitting and shall not be used outside the axe yard.
    3. Etc.

  D. Emergency Procedures
    List procedures to be followed both in camp and out of camp for injuries, burns, fires, and/or other potential emergency situations.

  E. References
    Girl Scouts of the U.S.A., *Safety Wise*
    National Fire Protection Association, *Fire Service*
    Center for Disease Control, *Guidelines for Fire Safety on the Trail*
    American Red Cross, *Advanced First Aid and Emergency Care*
    Camp Fire Inc., *Mangement of Risks and Emergencies*

III. **Program/Equipment Description**
  A. Skill Levels and Activity Types
    Campers will progress in the following activities from basic use of the skill on an individual activity basis to a two-night-three-day experience in living in the out-of-doors while doing all their own menu selection, food preparation, and outdoor cooking.
    1. *Toolcraft*: safe use, handling, care, and storage of axes, saws, and knives.
    2. *Firecraft*: safety, conservation, and skills in starting, maintaining, and extinguishing a wood fire.
    3. *Outdoor cooking*: progression from no-cook meals to more elaborate baking, hole-in-ground cooking
  B. Equipment
    1. *Inventory*: condition, number, location recorded Pre-Camp and at end of Session I and Session II.
    2. *Tools*: oiled weekly and stored in group tool box when not in use; sheathed until use and immediately upon completion of use.
    3. *Cooking equipment*: covered with cheesecloth and stored in "Cooking Equipment Box."
    4. All equipment stays in unit throughout the season. Boxes stored in barn during off-season.

CONTROLLED RISK ACTIVITIES SCORE FORM ~~WORKSHEET~~
(D-15 THROUGH D-18)

This worksheet is to be completed listing each activity that meets the definition of "controlled physical risk activity." Composite scores from the final column will be transferred to the Camp Accreditation Score Sheet.

List activities offered:								Total No. of Activities
D-15 WRITTEN OPERATING PROCEDURES:								
A. Supervision								
1. Methods and ratios								
2. Personnel qualifications								
~~Tally Across~~								YES__ NO__
B. Participation and safety factors								
1. Eligibility requirements								
2. Known safety regulations								
3. Emergency procedures								
4. Authoritative sources								
~~Tally Across~~								YES__ NO__
C. Program/Equipment Description								
1. Skill levels included								
2. Program format, activity types and organization								
3. Equipment care, use and storage								
~~Tally Across~~								YES__ NO__
D-16 LEADERS HAVE SKILLS SPECIFIC TO THE ACTIVITY								
~~Tally Across~~								YES__ NO__
D-17 LEADERSHIP COMPETENCIES:								
A. Ability to work with participant groups								
~~Tally Across~~								YES__ NO__
B. Ability to identify and manage hazards								
~~Tally Across~~								YES__ NO__
C. Ability to apply emergency health procedures								
~~Tally Across~~								YES__ NO__
D-18 EQUIPMENT USE & CARE:								
A. Equipment maintained and safety checked								
~~Tally Across~~								YES__ NO__
B. Equipment appropriate to users								
~~Tally Across~~								YES__ NO__

X = Yes, Complies
O = No, Does Not Comply

NOTE: Camp must comply across *all* controlled physical risk activities offered in order to score "yes."

NOTE: See sample on reverse side.

CONTROLLED RISK ACTIVITIES WORKSHEET
(D-15 THROUGH D-18)

This worksheet is to be completed listing each activity that meets the definition of "controlled physical risk activity." Composite scores from the final column will be transferred to the Camp Accreditation Score Sheet.

List activities offered:	OUTDOOR COOKING	TOOLCRAFT	HIGH ROPES COURSE	CYCLING	BACKPACKING	FIELD ARCHERY		**Total No. of Activities** 6
D-15 WRITTEN OPERATING PROCEDURES:								
A. Supervision								
1. Methods and ratios	X	X	X	X	X	X		
2. Personnel qualifications	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
B. Participation and safety factors								
1. Eligibility requirements	X	X	X	X	X	X		
2. Known safety regulations	X	X	X	X	X	X		
3. Emergency procedures	X	X	X	X	X	X		
4. Authoritative sources	O	O	X	X	X	X		
Tally Across	O	O	X	X	X	X	4	YES __ NO X
C. Program/Equipment Description								
1. Skill levels included	X	X	X	X	X	X		
2. Program format, activity types and organization	X	X	X	X	X	X		
3. Equipment care, use and storage	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
D-16 LEADERS HAVE SKILLS SPECIFIC TO THE ACTIVITY	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
D-17 LEADERSHIP COMPETENCIES:								
A. Ability to work with participant groups	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
B. Ability to identify and manage hazards	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
C. Ability to apply emergency health procedures	X	X	X	X	X	X		
Tally Across	X	X	X	X	X	X	6	YES X NO __
D-18 EQUIPMENT USE & CARE:								
A. Equipment maintained and safety checked	X	X	X	X	O	X		
Tally Across	X	X	X	X	O	X	5	YES __ NO X
B. Equipment appropriate to users	X	X	X	X	X	O		
Tally Across	X	X	X	X	X	O	5	YES __ NO X

X = Yes, Complies
O = No, Does Not Comply

NOTE: Camp must comply across all controlled physical risk activities offered in order to score "yes."

SAMPLE OUTLINE OF HEALTH CARE PLAN (E-1)

The purpose of developing a written Health Care Plan is for the administrative and health staff to systematically evaluate the health care needs of their camp. Those needs will vary depending on the age and medical condition of the participants, the type and duration of activities, the proximity of professional medical treatment facilities, and the health care staff. Generally, the Health Care Plan will cover the topics/areas listed below.

I. COMPOSITION OF THE HEALTH CARE STAFF
  A. Qualifications of persons
  B. Job descriptions
  C. Define whether person(s) is on-site or on call
  D. Housing

II. OFF-SITE CAMP PHYSICIAN
  A. Qualifications of person
  B. Annual agreement
  C. Procedures for obtaining and updating standing orders including approval of adult to screen and screening procedures

III. HEALTH CARE FACILITY AND SUPPLIES
  A. Location
  B. Equipment/Accommodations
  C. Supplies

IV. HOSPITAL/EMERGENCY FACILITY
  A. Agreement for residential health care
  B. Agreement for emergency health care

V. POLICIES CONCERNING WRITTEN HEALTH RECORD REQUIREMENTS FOR CAMPERS/STAFF
  A. Health history—content and frequency
  B. Health examination—content and frequency
  C. Parent permission for emergency care
  D. Record retention policy
  E. Health Record Log

VI. PROCEDURES FOR HEALTH SCREENING
  A. Who administers?
  B. When?
  C. Communication of significant findings to counseling and program staff
  D. Pre-/post trip screening (who? when? how?)

VII. FIRST AID
  A. Who administers?
  B. Qualifications of persons administering
  C. Location of first aid supplies
  D. Record keeping
  E. Standing orders/procedures
  F. Training of all staff

VIII. EMERGENCY MEDICAL CARE
  A. Who administers?
  B. Qualifications of persons administering
  C. Provision and procurement of emergency transportation
  D. Standing orders/procedures
  E. Training of all staff
  F. Written records to accompany person off camp grounds
  G. Communication with parents/guardians
  H. Procedures for documentation of such care (accident reports, etc.)

IX. DAILY MEDICAL CARE
  A. Who administers?
  B. Hours?
  C. Record keeping
  D. Standing orders
  E. Medications policies (storage, dispensing, etc.)
  F. Communication with parents/guardians

X. ROUTINE HEALTH CARE
  A. Who is responsible?
  B. Monitoring of personal hygiene
  C. Supervision of orders for daily medications

XI. SUPERVISION OF OVERALL CAMP PRACTICES
  A. Sanitation facilities/practices
  B. Food service facilities/staff
  C. Tripping/travel/out-of-camp programs
  D. Grounds
  E. Living accommodations
  F. Program areas

XII. PROFESSIONAL THERAPY (WHEN PROVIDED)
  A. Who administers?
  B. Qualifications
  C. Who refers?
  D. Parental permission/report
  E. Confidentiality

APPENDIX Q

SAMPLE OUTLINE FOR PROCEDURES FOR HEALTH CARE (E-5)

These procedures are to be specific as opposed to the general ones developed for the Camp Health Care Plan. It is the intention that the procedures outlined cover all staff including the health care staff.

I. ALL STAFF
   A. Training to be secured before coming to camp (first aid, CPR, Lifeguarding, etc.)
   B. Training to be provided during pre-camp training (identify kinds of "typical" health situations and what to do; i.e., seizures, snakebite, etc.)
   C. In-service training to be provided
   D. Applicable portions of standing orders implemented by staff
   E. Procedures for emergency first aid and transportation
   F. Expectations as to care of living accommodations, work areas, and grounds
   G. Identify limits of scope of responsibility/authority (What can staff do? When must they call for help?)

II. PROGRAM STAFF OTHER THAN TRIPPING/TRAVEL CAMP STAFF (staff assigned to specific program areas)
   A set of procedures needs to be developed for staff in each program area which provides:
   A. Understanding of factors in environment and equipment unique to specific program area that may affect health, safety, or the delivery of emergency first aid services
   B. Training in use of equipment unique to specific program area
   C. Emergency care techniques unique to specific program area

III. TRIPPING/TRAVEL CAMP STAFF
   A. Responsibilities to be performed on the trip normally carried by the Camp Health Supervisor
   B. Understanding of factors in environment and equipment unique to specific program area
   C. Emergency care techniques unique to specific situation
   D. Training in use of equipment unique to specific program area

IV. COUNSELING STAFF (staff assigned to living with campers)
   A. How is the camper's wellness appraised on a day-to-day basis?
   B. How is personal hygiene monitored?
   C. Is the counseling staff involved in dispensing of daily medications? If so, what procedures are followed?

APPENDIX R

SAMPLE OUTLINE FOR STANDING ORDERS FOR HEALTH SCREENING AND MEDICAL TREATMENT AT CAMP ____________________

This outline is an attempt to identify the types of policies which should be covered in standing orders. It is essential that such orders be developed with the Camp Director and Camp Physician (and where possible, the Camp Health Supervisor) to reflect policies which are applicable to the unique setting, clientele, program and staff of each individual camp. These orders are designed to reflect the medical responsibility of the Camp Physician. The implementation of the standing orders should be reflected in the Procedures for Health Care (E-5). For example, the standing orders identify procedures to be followed in first aid. The Procedures for Health Care identify who may administer first aid.

I. HEALTH SCREENING
   A. The following person(s) shall be authorized to conduct screening of campers and staff at Camp ____ ______________ for the 19__ camp season in accordance with the following standing orders:

      Name ______________________________
      Address ____________________________
      Name ______________________________
      Address ____________________________

   B. The person responsible for screening the campers and/or staff (under ACA Standard E-9) must have in hand the individual's health history and health examination form if required by the camp.
   C. The history/exam form should be checked to see if it has been signed by the parent, guardian, or adult responsible for the individual within the time frame specified by ACA Standard E-7.
   D. The screening shall occur within 24 hours of the person's departure for camp or arrival in camp.
   E. That history/exam form shall be kept in a location available to the Camp Health Supervisor.
   F. In screening a person, identify any observable evidence of illness, disability, or communicable disease, noting in appropriate place.

G. Review health history/exam form for: current medications and/or treatment procedures, dietary restrictions, allergies, and physical limitations.

H. Record on the individual's Camp Health Record the following items: (examples)

1. height
2. weight
3. temperature
4. any abnormalities of eyes, nose, ears, throat, teeth, posture, skin, feet, or hair
5. any other observations of note

I. Any evidence of illness, communicable disease, or disability shall be referred to the appropriate licensed personnel for evaluation and treatment.

II. MEDICAL TREATMENT

A. The physician should be called at once for diagnosis and treatment of the following conditions: (insert)

B. The Camp Health Supervisor has these standing orders for the following treatments: (examples)

1. Abrasions, scratches, cuts
2. Splinters
3. Infections
4. Sprains, strains, and fractures
5. Head injuries
6. Bruises and bumps
7. Foreign body in eye
8. Bleeding
9. Burns
10. Sunburn
11. Swimming accidents
12. Insect bites and stings
13. Poisoning from poison ivy, oak or sumac
14. Elevated temperature
15. Athelete's Foot
16. Constipation
17. Diarrhea
18. Sore throat
19. Earaches
20. Coughs
21. Headaches
22. Nasal congestion
23. Swimmer's ear
24. Toothache
25. Scabies, impetigo, ringworm, and pediculosis

C. A record of all treatments will be kept by the Camp Health Supervisor in a daily medical log as described in ACA Standard E-10 and on the individual's health record.

III. EMERGENCY PROCEDURES

A. First Aid may be administered in accordance with the current edition of the *American Red Cross First Aid*, with the following exceptions: (insert)

B. After first aid is given in an emergency, if it appears essential to the Camp Health Supervisor or Camp Director that the individual be moved for additional medical supervision, the camp will notify the ________________ Hospital by telephone, asking them to notify me.

____
Camp Physician's signature

____
Date

____
Camp Physician's phone

Licensed in State of______________________

____

____
Camp Health Supervisor's signature

____
Date

____
Camp Director's signature

____
Date

ALTERNATE PHYSICIANS:

Name: ______________________________

Phone: ______________________________

Name: ______________________________

Phone: ______________________________

Ambulance Phone Number ______________________

---

*A sample of Suggested Minimum Standing Orders (for Medical Treatment) will be found in *Guide to Nursing* by Margaret Auld and Graceann Ehlke, ©1978, published by the American Camping Association (HS 06)

HEALTH HISTORY AND HEALTH EXAMINATION FORMS
(Standards E-7 and E-8)

There are now two alternatives for camps wishing to comply with the health examination requirements of the ACA Standards:

1. An *annual health examination* for each camper. In this case the camp has two choices of forms to provide the documentation for this examination:

    a. A *combined* health history and examination form

    or

    b. The use of two separate forms:

    1) Camp Health History Form, and
    2) Physician's Health Examination Statement for Children, Youth and Adults

2. A *health examination every other year* for each camper. In this case, the camp may choose either of two approaches to the forms:

    a. The use of the combined Camp Health History and Examination Form for the year of the health examination, and the Camp Health History Form in the alternating year

    or

    b. The use of the Camp Health History Form every year, and the use of the Physician's Health Examination Statement for Children, Youth and Adults every other year.

In every case, the Standard requires written documentation of the health examination and health history to be on file. (Health History is Standard •E-7 and Health Examination is Standard E-8, 1985 edition.)

The goal of the Standards is to provide flexibility based upon the needs of the clientele, the length of the camp season, and the type of camping program provided.

Forms available from American Camping Association, Bradford Woods, Martinsville, IN 46151-7902:

	Paper 8-1/2" x 11"	Card 5" x 8"
Combined Health History and Examination	FM08	FM06 Female FM07 Male
Camper Health History Form	FM11	Fm14
Physician's Health Examination Statement	FM12	FM13

CAMP HEALTH HISTORY AND EXAMINATION FORM FM08
FOR CHILDREN, YOUTH AND ADULTS

Developed by
American Camping Association, Inc., in consultation with
The American Medical Association and the American Academy of Pediatrics

RETURN TO:

By ____________ (Date)

This side to be filled in by parents/guardian of minors or by adult campers/staff members themselves.

Name ____________ Birth Date ________ Sex ______ Age ______
Last First Initial

Parent or Guardian (or Spouse) ____________ Phone ________ Area/Number

Home Address ____________ Street & Number City State Zip Code

Business Address ____________ Street & Number City State Zip Code Phone ________ Area/Number

Second Parent or Guardian or Emergency Contact: ____________

Home Address ____________ Street & Number City State Zip Code Phone ________ Area/Number

Business Address ____________ Street & Number City State Zip Code Phone ________ Area/Number

If not available in an emergency, notify:

Name ____________ Phone ________ Area/Number

Address ____________ Street & Number City State Zip Code

Health History: *(Check—giving approximate dates)*

Frequent Ear Infections ______
Heart Defect/Disease ______
Convulsions ______
Diabetes ______
Bleeding/Clotting Disorders ______
Hypertension ______

Mononucleosis ______

Diseases

Chicken Pox ______
Measles ______
German Measles ______
Mumps ______

Allergies

Hay Fever ______
Ivy Poisoning, etc. ______
Insect Stings ______
Penicillin ______
Other Drugs ______
Asthma ______

Operations or serious injuries *(dates)*: ____________

Disability or chronic or recurring illness: ____________

Any specific activities to be encouraged or limited by physician's advice: ____________

Dietary modifications: ____________

Current medication *(send with instructions)*: ____________

Other diseases or details of above: ____________

Name of dentist/orthodontist: ____________ Phone ________ Area/Number

Name of family physician: ____________ Phone ________ Area/Number

Date of last physical examination: ____________

Do you carry family medical/hospital insurance? ______ If so, indicate:

Carrier: ____________ Policy or Group # ____________

Suggestions or health related information for camp personnel: ____________

(For Female): Has this person menstruated? ____ If not, has she been told about it? ____

If so, is her menstural history normal? ____ Special Consideration: ____________

Important—This Box Must be Completed for Attendance*

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed camp activities except as noted.

Emergency Authorization: I hereby give permission to the medical personnel selected by the camp director to order X-rays, routine tests and treatment for me/or my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me/or my child as named above. This form may be photocopied for use out of camp.

Signature of parent or guardian or adult camper/staffer ____________

Witness: ____________ Date ____________

I also understand and agree to abide with the restrictions placed on my camp activities.

Signature of minor ____________

(OVER)

*If for religious reasons you cannot sign this, then the camp should be contacted for a legal waiver which must be signed for attendance.

Copyright 1983 by American Camping Association

Camper's Name ____________
Date Examined ____________
Cabin or Tent ____________
Year ____________

IMMUNIZATION HISTORY

Required immunizations must be determined locally. Please record the date (month and year) of basic immunizations and most recent booster doses:

Vaccines	Year of Basic Immunization	Year of Last Booster
Diphtheria Pertussis (Whopping Cough] DPT* Tetanus or	1 2 3	1 2
Tetanus] TD* Diphtheria or		
Tetanus		
Oral Polio (Sabin)* TOPV		
Injectable Polio (Salk)		
Measles (hard measles, red measles, Rubeola)		
Mumps		
Rubella (German measles, 3-day measles)		
Other		
Tuberculin test given ______ (most recent)		

Health Examination by Licensed Physician:

I have examined the above camp applicant. Date Examined: ____________________

In my opinion, the above's condition does ____ /does not ____ preclude his/her participation in an active camp program.

The applicant is under the care of a physician for the following condition(s):

____

____

Current treatment *(include current medications)*: ____

____

Explanation of any reported loss of consciousness, convulsion, or concussion: ____________________

____

Does applicant have epilepsy? Yes ____ No ____ Does applicant have diabetes? Yes ____ No ____

Recommendations and Restrictions While at Camp:

Any treatment to be continued at camp: ____

____

Any medication to be administered at camp *(specific dosages)*: ____________________________

____

Any medically prescribed meal plan or dietary restrictions: ____________________________

____

Any allergies (food, drugs, plants & insects, etc.): ____________________________________

____

Additional Health Information:

Licensed Physician's Signature ______________________________ Phone ____________________ (Area/Number)

Address ____
Street & Number City State Zip Code

Date of Form Completion ______________ *By ______________________________

*Initial if completed by nurse or physician's assistant.

APPLICATION FOR EXEMPTION FROM PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS
(Sample)

NOTE: For use by camps who have individual campers attending whose religious beliefs preclude medical treatment. (Camps serving only participants with such beliefs will normally utilize health history forms and health supervision practices approved by that religious body.)

It is suggested that this form be submitted to the camp's legal counsel for approval and for the possible addition of an appropriate indemnification statement.

- -

It is respectfully requested that ______________________________ be exempted upon religious grounds from the physical examination and all immunization requirements. To the best of my knowledge and belief (he/she) is and has been in normal good health and is free from all communicable diseases.

In consideration of these exemptions, it is understood that I accept complete responsibility for the health of this minor.

Should ______________________________ manifest any condition where there appears to be reasonable grounds for suspecting the presence of a communicable disease, I agree that a physical examination may be performed; also, that if any such disease is found, ______________________________ will comply with the regular quarantine or isolation procedures of the camp and of the community.

It is further understood that, should an emergency arise, I will be notified immediately. However, in the event that I cannot be located immediately, the authorities of the camp may take such temporary measures as they deem necessary.

____
(Signature of parent or guardian)

____
Street

____
City State

____
Telephone number

Date:______________________________

- -

CERTIFICATION OF CHURCH MEMBERSHIP

I hereby certifiy that ______________________________ is a member in good standing of ______________________________ and that ______________________________ is a pupil in that Sunday School.

Date:______________________________

____
Signature of Clerk of the Church

____
Parent or Guardian

____
Name of Applicant

____
Christian Science Church or Society

MEDICAL STAFF LEVELS REQUIRED FOR CAMPS PRIMARILY SERVING PERSONS WITH DIABETES (E-17B)

If the camp serves 25 or more persons with diabetes (at any one time), the following ratios of health care professionals to all persons in camp with diabetes must be met in order to be in compliance with E-17B:

A. One Registered Nurse in residence for every 30 persons (or less) with diabetes;
B. One Licensed Physician in residence for every 100 persons (or less) with diabetes; and
C. One Registered Dietician with daily on-site availability for every 100 persons (or less) with diabetes.

SAMPLE MEDICAL MANAGEMENT PLAN OUTLINE (STANDARD E-17)

Using diabetes as a model, the components of a written philosophy of health care management should include, briefly

A. Identification of the population served (diabetes in children)
B. Determination of special needs (insulin, diet, exercise)
C. Enabling activities (that help promote good control of blood sugars to facilitate optimal growth and development)
D. Rationale (for those management approaches to promote normal blood sugars)

SAMPLE INFORMATION FOR PARENTS/PARTICIPANTS (STANDARD E-17C)

As children with diabetes mellitus have lost the ability to produce their own insulin, it becomes necessary for them to have daily insulin injections. The actions of the insulins in the body require careful planning of food intake and timing of exercise. The balancing of these components will facilitate the child's enjoyment of the camp experience.

We strive to keep the blood sugars as normal as possible using these management approaches:

1. A minimum of 1-2 insulin injections per day.
2. Three meals and 3 snacks will be served daily calculating carbohydrate, protein and fat intake. The American Diabetes Association Exchange List will be used for these calculations. All serving portions will be measured and/or weighed.
3. Exercise schedules will be balanced with food intake and insulin levels.
4. Monitoring and recording sugar levels as checked with blood and/or urine samples.
5. Changes from the home management routine, as recommended by the camp medical team, may occur due to changes in activity patterns.
6. Psychosocial concerns will be addressed through camp activities, such as nap sessions, cabin interactions, and group projects to promote an increase in adaptive behaviors with camp experiences.

CAMPING PROGRAMS THAT INCLUDE PERSONS WITH DIABETES

The underlying principle, conceptually, of camping programs should be that these are CAMPS for CHILDREN who happen to have DIABETES, in that order of priority, thus it should be assured that the children have fun. The emphasis should be that these children can participate in all camp activities. While it cannot be ignored, diabetes should not be the overriding issue for these children. The camping experience offers the parents a respite from the daily dealings with diabetes while allowing the children to have a vacation from their parents. The camping experience assists in the teaching of children with diabetes independence and self-discipline in their approach to their disorder and their approach to life.

Many children attending camp require some level of supervision in carrying out their daily care. This will also include diabetes management for the person with diabetes. Coordination of care at camp with home management can be facilitated by obtaining the following information from parents or the camper prior to camp:

1. Current insulin type and dosage
2. Food plan and times of day to eat (including snacks)
3. Symptoms of low blood sugar and usual methods of treatment
4. Areas of diabetes care to be assumed by the individual
5. Areas of diabetes care to be assumed by the camp, such as, insulin administration, sugar and ketone checks, diet selection, record keeping and balance of snacks and exercise.

For additional information, contact your local American Diabetes Association or American Diabetes Association, Inc., 2 Park Avenue, New York, NY 10016, 1-800-227-6776.

SAMPLE AGREEMENT FOR PROVIDERS OF PROGRAM SERVICES (STANDARDS F-1, G-1, H-1)

An agreement such as the one below will meet the intent of Standards F-1, G-1, and H-1. It is understood that those standards not specified in Part #1 as the responsibility of the Provider are the responsibility of the User.

AGREEMENT

BETWEEN

Camp ______________________ and ______________________
(the user) (provider of facilities, staff, and/or services)

The signing of this agreement by the representative of the above named binds them to the following terms:

1. The Provider agrees that the facilities, equipment, personnel, and/or services utilized by the User will be in compliance with the following American Camping Association Standards as found in *Camp Standards with Interpretations* (1984) (list Standards below):

2. The User agrees to pay __________ per ______________ for the agreed period of service.
3. The dates of agreed service are from ______________ to ______________.

This agreement shall be deemed to have been executed in and governed by the laws of the state in which the user is located.

Accepted according to the above terms and conditions.

Date ______________________	Date ______________________
User ______________________	Provider ______________________
Signature ______________________	Signature ______________________
Address ______________________ ______________________	Address ______________________ ______________________

INFORMATION CONCERNING LIFEGUARDING RATIOS (F-4)

The safety of campers in the water is a critical concern to Camp Directors and all waterfront staff members. Many have asked that ratios of lifeguards (persons certified in Advanced Lifesaving or the equivalent) and lookouts (staff members assisting lifeguards in observing participants in the water) be established.

As stated in the interpretation to Standard F-4, there are many variables affecting the establishment of "safe" ratios. In previous editions of *Standards with Interpretations*, the ratios of 1 lifeguard per 25 participants and 1 lookout to 10 participants were required.

In varying from this ratio camp administrative personnel should take the following into consideration:

Environmental Hazards

Tides, currents, wind conditions
Glare—visibility of surface
Bottom conditions—rocks, weeds, mud, dark (can't be seen clearly)
Air and water temperature
Shoreline—straight vs. undulating
Water traffic—other boats, activities
Weather
Turbidity—cloudiness of water for any reason

Experience and Qualifications of Guards

Maturity and judgment of guards
Experience of staff with this type of aquatic area
Knowledge and experience of staff with activities being guarded
Location of guards—Are they roving? Elevated above the water level? Able to see all areas?

Skill Level of Swimmers

Age—particularly with reference to their ability to follow directions clearly and quickly
Number of persons per square foot in the water
Physical condition/ability of persons in water
Disabilities—such as impaired hearing or sight, mental retardation, or seizure disorders

Degree of Risk of Activity

How far are guards from campers?
Is there other activity nearby (boats, skiers, divers, etc.)
Degree of control by guards/instructors (instructional activities with a great deal of control vs. recreational activities where many different things are happening at once)
Can people stand or is water depth over their heads?
Is swimming skill of participants known to guards?
What equipment is available to assist in rescue?

APPENDIX X

COMPARISON OF AQUATIC CERTIFICATES IN SELECTED COUNTRIES

	U.S.A.	CANADA	UNITED KINGDOM also Hong Kong, Malaysia & Singapore	AUSTRALIA & NEW ZEALAND	FRANCE	GERMANY
INSTRUCTOR —Swimming & Life Saving	—Red Cross —Water Safety Instructor	—Red Cross Instructor —RLSSC Instructor —RLSS Advanced Teachers Certificate	—Amateur Swimming Association Instructor —RLSS Teachers Certificate	—Amateur Swimming Association —RLSS Teachers Certificate	—MNS Instructor —MNS Lifeguard —Must do both in order to work in a swimming pool MNS = Federation Nationale des Maitres Nageur Sauveteurs	—DLRG Instructor
INSTRUCTOR —Small Craft	—Red Cross Small Craft Instructor	—Red Cross SCI —RLSSC Boat Rescue Instructor				—DLRG Small Craft —Rescuer (Bootsfuhrer)
LIFEGUARD	—Red Cross Lifeguard —Pool only —No National Certification in Waterfront or Surf —Individuals may have work experience that indicates training	—National Lifeguard Service Certification in: Pool, Waterfront, or Surf	—RLSS Lifeguard Corps —Pool or Open Water Certificate —Surf Life Saving Association of Great Britain —Members have surf guarding qualifications	—RLSS Lifeguard Corps (Pool only) —Surf Life Saving Association of Australia (or NZ) —Members have surf guarding qualifications	—MNS Lifeguard (pool only)	
BASIC LIFE SAVING	—American Red Cross —Senior LIfe Saving	—Royal Life Saving Society Canada Bronze Medallion	—RLSS—UK Bronze Medallion	—RLSS—Australia/NZ Bronze Medallion	—Dauphin de Bronze	—Deutscher RettungsschwimmpaB

Accurate as of 3/1/84. It is the camp's responsibility to verify that the requirements/designations have not changed.

Compiled by J. Palm—RLSSC, 3-1-84

SUGGESTED CHECKLIST FOR PHYSICAL SOUNDNESS OF RIDING HORSES (H-8)

1. Does condition of hair (not matted, stringy or dull in color) indicate that the horse has been groomed regularly?
2. Are feet not cracked or chipped excessively?
3. Are feet cleaned out regularly?
4. If the horse is shod—are shoes in good condition? Are feet and pasterns in a healthy condition? Are walls of hoof tough, free from cracks and properly trimmed?
5. Is the horse free from lice, mange, ringworm and other skin disease?
6. Does the horse show any signs of a heavy internal parasite infestation?
7. Is there any indication of sore back? (Both equipment caused sores and physical stress on the back should be noted.)
8. Is there any indication of sour mouth?
9. Is the horse's nose reasonably dry and void of signs of cold or other ailments?
10. Does the animal show any signs of lameness?
11. Are there any signs of cuts or open sores?

SAMPLE ITEMS TO INCLUDE IN AGREEMENTS WHEN LEASING HORSES (H-17)

Any agreement between a camp and a party who rents, leases or loans to the camp should contain the following areas of concerns and specifically for that area.

1. Exact dates of rental, lease, or loaning of horses.
2. The amount of payment for the use of the horse(s).
3. Which party shall provide what specific equipment—tack for horses and/or safety equipment for riders.
4. Which party is responsible for repair of corral, stables, paddocks, barns and other areas where horses may be quartered.
5. Which party shall be responsible for the daily check on the health of the horses and may be responsible for administering or securing veterinary service.
6. Which party is responsible for grooming, watering and feeding horses as per a daily established schedule.
7. Financial considerations concerning feed, veterinary service, insurance, tack, etc.
8. Which party is responsible for establishing the minimum working day either in the ring or on a trail ride for the horses.

CHECKLIST FOR SPECIFYING RESPONSIBILITIES FOR BOTH PARTIES IN LEASE AGREEMENT (SA-25)

Standard SA-25 requires the development of a written agreement between the site owner and the rental or leasing group. Since many factors vary based on term of lease, conditions, requirements as stipulated by the parties, and laws governing the state in which the lease is made, the following may only be used as guidelines. Generally, the following topics should be addressed:

1. Parties and their addresses
2. Buildings, facilities and areas of property to be used
3. Dates of use
4. Insurance coverage
5. Costs: Deposit required? Is it or any portion refundable? Does deposit earn interest? Charges for extra services, and if so, which? When are payments due? Security deposit required?
6. Insurance coverage
7. Owner's right of entry
8. Indemnification of Owner
9. Terms and options to renew: Duration of lease? Reasons for termination by either party? Is there an option to extend the lease?
10. Responsibility for special services to be provided: food service, sanitation, core program staff, horseback riding, swimming supervision, health service, etc.
11. Responsibility for maintenance and repair, replacement of faulty equipment, damages to equipment or facilities, etc.
12. The written procedures and regulations to which the leasing group is expected to adhere or enforce should be identified and attached. (See Standards SB-2, SB-3, SB-11, SB-16, SB-25, SF-1, SF-2, SF-3, SF-4, SF-5, SF-8, SF-9, SF-10, SF-11)
13. Signatures of responsible parties

RESOURCES FROM ACA PUBLICATIONS RELATED TO STANDARDS

I. Forms/Materials designed to help camps comply with the Standards.

FM 01	Accident Report Form
FM 02	Camp Health Record Card
FM 03	Camp Health Record Form
FM 06	Female Camp Health History and Examination Form
FM 07	Male Camp Health History and Examination Form
FM 08	Camp Health History and Examination Form for Children, Youth, Adults
FM 10	Camp Staff Application Form
FM 11	Camp Health History Form for Children, Youth, Adults
FM 12	Physician's Health Examination Form for Children, Youth, Adults
FM 13	Physician's Health Examination Card for Children, Youth, Adults
FM 14	Camp Health History Card for Children, Youth, Adults
HS 08	Camp Health Record Log, I
HS 09	Camp Health Record Log, II
CD 16	Vehicle Log
CM 04	Camp Staff Job Descriptions
CM 23	Camp Management Tip #4 "Check List for Items to be Included in Camp Lease Agreement when Consulting an Attorney"

II. Additional materials concerning federal laws/practices that affect camps.

CM 21	Camp Management Tip #2 "U.S. Coast Guard Regulations on How Operator Licensing and Inspection Affect Camps"
CM 22	Camp Management Tip #3 "A Model for an Affirmative Action Policy"
CM 24	Camp Management Tip #5 "Latest Word on FICA/FUTA Tax on Meals and Room"
CM 27	Camp Management Tip #7 "Some Guidelines for Application of Federal Minimum Wage/Overtime Provisions of the Fair Labor Standards Act"
CM 30	Camp Management Tip #8 "Equal Employment Opportunity Regulations Affecting Employment Practices in Camp"

Check the latest ACA *Catalog of Selected Camping Publications* for descriptions and prices.

APPENDIX BB

COMPARISON OF CAMP ACCREDITATION STANDARDS BY NUMBER

1985 BOOK		1980 BOOK
A-1		A-2
A-2	New	
A-3		A-8
A-4		A-9
A-5		A-9
•A-6		•A-10
A-7		A-11
A-8		A-13
•A-9		A-14, P-1, P-2
A-10		A-15
•A-11		B-45
A-12	New	
A-13		B-51
A-14	New	
A-15		A-16
A-16		P-8
A-17		A-17, P-3
A-18		A-19
A-19		A-18
A-20		A-20, P-9, P-10, P-12
A-21		A-23, P-11
A-22	Similar to	K-2
A-23	Similar to	K-3
A-24	Similar to	A-26
B-1	Similar to	B-2, A-1, A-3
•B-2		B-1
B-3		D-16
B-4	Similar to	B-3
B-5		B-4
B-6		B-5
B-7	New	
B-8		P-16
B-9		B-12, P-16
B-10		B-14, A-7
B-11		B-15
B-12		A-5, A-6, B-16, B-17, B-18, B-19, B-20, B-21, B-22
B-13		B-23
B-14	New	
B-15		B-53
•B-16		•B-56
B-17		B-54, B-55
B-18		B-57, B-58
B-19		B-38
B-20		B-39
B-21	New	
•B-22		•B-59
B-23		B-60
B-24		B-61
B-25		B-62
B-26	New	
B-27		B-63
B-28		K-1
B-29	Similar to	•B-46
B-30	New	
B-31	Similar to	B-49
•B-32	Similar to	•B-44
B-33	New	
B-34	Similar to	B-13
B-35		B-41
B-36		B-42
B-37	Similar to	B-42
•B-38		•B-47
B-39	Similar to	B-48
B-40	New	
C-1		C-1, C-5
C-2		C-2, C-3, C-4
C-3		C-7
C-4		C-9
C-5		P-30
C-6		P-19
C-7		C-6
C-8		C-8
C-9		P-35
C-10		C-10
C-11		B-6
C-12		B-7
C-13		C-14
C-14		B-11
C-15		B-8, B-9, B-10
C-16		C-11, C-12
C-17		C-13
C-18		C-15
C-19		C-16
C-20		C-17
C-21		C-18
C-22		C-19
C-23	Similar to	P-32
D-1		D-1
D-2		D-2
D-3		D-3
D-4		D-4
D-5		D-5
D-6		D-6
D-7		D-8
D-8		D-9
D-9	Similar to	P-31
D-10	Similar to	D-11
D-11		D-12
D-12		D-13
D-13		D-15
D-14		D-14
D-15	Similar to	H-1, H-2
D-16		H-3
D-17	Similar to	H-4
D-18	Similar to	H-5, H-6
E-1	Similar to	B-35, B-43, P-34
E-2	New	
E-3	New/Similar to	B-32, P-18
•E-4	New/Similar to	B-32, B-33, P-18
E-5	Similar to	B-64
E-6	Based on	B-26, B-35
•E-7	Similar to	•B-24, P-15
E-8	Similar to	B-25
•E-9		•B-26, P-14
•E-10	Similar to	•B-27, B-28
E-11	New	
E-12		B-36
E-13		B-29, B-30, P-4
E-14	New	
E-15	Similar to	P-4, P-17

1985 BOOK		1980 BOOK
E-16	New	
E-17	New	
F-1	New	
F-2	Similar to	•J-1
F-3	Based on	H-3
F-4	Based on	H-2, •J-2
F-5	New	
•F-6	Based on	•J-2
F-7	New	
F-8	New	
F-9	New	
F-10	Based on	H-2
F-11	Based on	H-5, P-48
F-12	Based on	H-5, P-47
F-13	Based on	H-2
F-14		P-53
F-15	Based on	P-51, P-52
F-16		H-2
F-17	New	
G-1	New	
G-2	Based on	M-2, H-3
G-3	Based on	M-1
G-4	Based on	H-3, H-4
G-5	New	
G-6	Similar to	M-7
G-7		M-9
G-8	New	
G-9		M-14
G-10	Based on	M-8, M-12
G-11		M-13
G-12	Based on	M-8
G-13	Based on	M-8
G-14	Based on	M-8
G-15	Based on	H-5, H-6
G-16	Based on	H-2
G-17	New	
G-18	Based on	M-3, M-4, M-5, M-6
G-19		M-10

1985 BOOK		1980 BOOK
H-1	New	
H-2	Similar to	H-3, H-4
H-3	Based on	H-2
H-4	New	
H-5	New & Based on	H-2, H-5
H-6	New	
H-7	Similar to	O-2
H-8	Based on	H-2
H-9		O-3
H-10	New	
H-11		O-4
H-12		O-5
H-13		O-6
H-14	Similar to	O-7
H-15	Based on	H-2
H-16	Similar to	H-5
H-17	Similar to	O-8
I-1	Similar to	L-1
I-2		L-2
I-3		L-3
I-4	Similar to	L-4
I-5	Similar to	L-5
I-6	Similar to	L-6
I-7	Similar to	L-7
I-8		L-8
I-9	Based on	H-5
I-10	Similar to	L-9
I-11	Similar to	L-10
I-12	Similar to	L-11
I-13	Similar to	L-12
I-14	Similar to	L-13
I-15	Similar to	L-14
I-16	Similar to	L-15
I-17		L-16
I-18	Similar to	L-17
I-19		L-18
I-20	New	
I-21		M-7

COMPARISON OF SITE APPROVAL STANDARDS BY NUMBER
1985 REVISION WITH 1980 PUBLICATION

1985 BOOK	1980 BOOK
SA-1	B-2, A-1
SA-2	A-2
SA-3	A-7, B-14
SA-4	A-8
SA-5	A-9
SA-6	A-9
*SA-7	*A-10
SA-8	A-11
SA-9	A-13
*SA-10	A-14, P-1, P-2
SA-11	A-15
*SA-12	B-45
SA-13 New	
SA-14 New	
SA-15 New	
SA-16	A-16
SA-17	A-17, P-3
SA-18	A-17
SA-19	A-18
SA-20	A-19
SA-21 Based on	A-20
SA-22	A-23, P-11
SA-23	K-2
SA-24	K-3
SA-25	A-26
SB-1	B-15
SB-2	A-4, B-15, B-52
SB-3 Based on	B-37, 38, 39 & 40
SB-4	B-12
SB-5	A-5, B-16, 17, 18, B-20, B-21, B-22
SB-6	B-23
SB-7	B-51
*SB-8	*B-56
SB-9	B-55
SB-10	B-57
SB-11 Based on	B-55, B-56, B-57
SB-12	*B-59
SB-13	B-60
SB-14	B-61
SB-15	B-62, P-20
SB-16 Based on	B-63
SB-17	*B-46
SB-18	B-49, B-51
*SB-19	*B-44
SB-20 New	
SB-21	B-13
SB-22	B-41
SB-23	B-42
SB-24	B-42
*SB-25	*B-47
SB-26	B-48
SC-1	B-6
SC-2	B-7
SC-3	B-11
SC-4	B-8, B-9, B-10
SE-1 Based on	B-37, B-38
SE-2 Based on	B-35
*SE-3	*B-27
SE-4	B-36
SE-5	*B-29, B-30, P-4
SE-6	B-29, P-17
*SF-1	*J-2
SF-2 Based on	*J-1
SF-3 New	
SF-4 New	
SF-5 Based on	H-2
SF-6 Based on	P-48, H-5
SF-7 Based on	P-47, H-5
SF-8 Based on	H-2
SF-9	P-53
SF-10	P-52
SF-11	P-51

APPENDIX CC

CAMP ACCREDITATION STANDARD TOPICS BY NUMBER

PART I-A—SITE STANDARDS

A-1 Natural Resources for Program
A-2 Environmental Impact
A-3 Fire and Law Enforcement Arrangements
A-4 Examination for Fire Safety
A-5 Fire Extinguishers
*A-6 Water Supply
A-7 Utility Blueprints/Charts
A-8 Sleeping Quarters—Space
*A-9 Sleeping Quarters—Emergency Exits
A-10 Facility Access—Restricted Mobility
*A-11 Sewage Disposal Approval
A-12 Sewage Disposal Problem
A-13 Maintenance Routine
A-14 Disposal Areas—Conditions
A-15 Toilets—Ratios
A-16 Toilets—Privacy
A-17 Toilets—Maintenance
A-18 Handwashing—Ratios
A-19 Handwashing—Proximity
A-20 Bathing Facilities
A-21 Laundry Services
A-22 Supplies and Equipment—Storage
A-23 Shelter from Inclement Weather
A-24 Lease Agreement

PART I-B—ADMINISTRATION STANDARDS

B-1 Comprehensive Plan
*B-2 Goals and Camper Development Objectives
B-3 Objectives—Implementation
B-4 Evaluation Procedures
B-5 Communication with Parents
B-6 Information on Persons
B-7 Procedure for Absences
B-8 Policy Concerning Personal Information
B-9 Fiscal Management
B-10 Inventories
B-11 Risk Management Plan
B-12 Insurance Coverage
B-13 Legal Counsel
B-14 Procedures for Human Research
B-15 Use of Personal Equipment
*B-16 Firearms Storage
B-17 Flammable Materials—Storage and Handling
B-18 Hand and Power Tools—Safety and Use

Emergency Procedures

B-19 Disaster Procedures
B-20 Search and Rescue Procedures
B-21 Emergency Communications
*B-22 Emergency Transportation

Transportation

B-23 Motor Vehicle Safety Check
B-24 Motor Vehicle Emergency Equipment
B-25 Motor Vehicle Safety Procedures
B-26 Traffic Control Plan
B-27 Non-passenger Vehicle Use
B-28 Travel Time

Food Service

B-29 Temporary Waste Storage
B-30 Garbage Disposal Schedule
B-31 Food Area Cleanliness
*B-32 Perishable Food Storage
B-33 Dining Facilities
B-34 Food Records
B-35 Menus
B-36 Food Staff Clothing
B-37 Smoking Prohibitions
*B-38 Food Service Utensils Cleaning
B-39 Food Service Utensils Storage
B-40 Dietary Needs

PART I-C—PERSONNEL STANDARDS

C-1 Director Qualifications
C-2 Camp Director Education
C-3 Staff Education
C-4 Staff Ratios
C-5 Staff Ratios for Disabled/Retarded Campers
C-6 Ratio Implementation
C-7 Staff Age
C-8 Junior Staff
C-9 Staff Contract Term
C-10 Staff Interviews
C-11 Employment Agreement
C-12 Personnel Policies
C-13 Gratuities Policy
C-14 Staff Organizational Chart
C-15 Job Descriptions
C-16 Staff Free Time
C-17 Staff Facility for Privacy
C-18 Staff Participation in Planning
C-19 Staff—Pre-Season Orientation
C-20 Staff—Pre-Camp Training Length
C-21 Pre-Camp Training Content
C-22 Staff—In-Service Training
C-23 Training of Staff for Special Care Campers

PART I-D—PROGRAM STANDARDS

D-1 Program Breadth
D-2 Camper Progression
D-3 Camper Participation in Planning
D-4 Self-Initiated Activities
D-5 Program Flexibility
D-6 Daily Camper Choice
D-7 Camper Responsibility—Group Living
D-8 Individual Differences—Understanding
D-9 Camper Information to Staff
D-10 Environmental Education Activities
D-11 Intellectual Challenges
D-12 Campers' Social Development
D-13 Adventuresome Activities
D-14 Religious Customs

Controlled Physical Risks Activities

D-15 Written Operating Procedures
D-16 Activity Leader Skills
D-17 Activity Leader Competencies
D-18 Activity Equipment

PART I-E—HEALTH CARE STANDARDS

E-1	Health Care Plan
E-2	Health Care Plan Review
E-3	Health Care Supervisor
*E-4	Staff to Provide First Aid
E-5	Provision of Health Care—Staff Training
E-6	Standing Orders
*E-7	Health Histories
E-8	Health Examination by a Physician
*E-9	Health Screening
*E-10	Medical Records—Maintenance
E-11	Health Care Away from Facility
E-12	Drug Storage
E-13	Infirmary Facility
E-14	Infirmary Supervision
E-15	Medical Quiet Area
E-16	Health Care—Overnight Trips
E-17	Campers' Special Medical Needs

PART II-F—AQUATIC STANDARDS

F-1	Contract for Aquatic Services
F-2	Aquatic Supervisor
F-3	Staff Qualifications
F-4	Lifeguarding—Procedures
F-5	Guarding of Instructional Activities
*F-6	Lifeguard Qualifications
F-7	Aquatic Lookouts
F-8	Aquatic First Aid and CPR
F-9	Aquatic Participant Evaluation
F-10	Aquatic Safety System
F-11	Conditions at Swimming Pool
F-12	Conditions at Natural Bodies of Water
F-13	Aquatic Emergency/Accident Plan
F-14	Aquatic Wheelchair Safety
F-15	Personal Flotation Devices
F-16	Watercraft Safety Training
F-17	Watercraft Capsize Instruction

PART II-G—TRIPPING STANDARDS

G-1	Contract for Tripping Services
G-2	Trip Leader Qualifications
G-3	Trip Staff Qualifications—Age
G-4	Trip Staff Qualifications—Skills
G-5	Trip First Aid and CPR
G-6	Health Screening
G-7	Medical Assistance
G-8	Emergency Medical Information
G-9	Itinerary
G-10	Procedures for Environmental Impact
G-11	Permissions and Permits
G-12	Drinking Water Purity
G-13	Food Utensils Cleanliness
G-14	Food Sanitation
G-15	Camp Stove Use
G-16	Bottles Labeled
G-17	Pre-Trip Orientation
G-18	Outfitting of Participants
G-19	Aquatic Supervision on Trip

PART II-H—HORSEBACK RIDING STANDARDS

H-1	Contract for Riding Services
H-2	Horseback Director Qualifications
H-3	Staff: Camper Ratio Policy
H-4	Horse Classification
H-5	Safety Apparel
H-6	First Aid
H-7	Location of Riding/Stable Areas
H-8	Horse Soundness Check
H-9	Horse Health
H-10	Horse Grooming
H-11	Horse Protection
H-12	Horse Work Day
H-13	Feeding Schedule
H-14	Insurance
H-15	Safety Regulations
H-16	Equipment Safety
H-17	Agreement Covering Rented/Borrowed Horses

PART II-1—TRAVEL STANDARDS

I-1	Driver's Age
I-2	Leader Qualifications
I-3	Staff Living Arrangements
I-4	Meal Participation by Campers
I-5	Sleeping Space
I-6	Rest Stops
I-7	Personal Time of Participants
I-8	Travel Schedule
I-9	Equipment Storage
I-10	Itinerary Filed
I-11	Communication—Group to Base
I-12	Travel Log
I-13	Documents with Group
I-14	Power of Attorney
I-15	Medical Assistance
I-16	Exclusion Procedures
I-17	Laundry on Trip
I-18	Relief Drivers
I-19	Trailers
I-20	Bathing Facilities
I-21	Health Screening

SITE APPROVAL STANDARD TOPICS BY NUMBER

PART A—BASIC STANDARDS

SA-1 Comprehensive Plan
SA-2 Natural Resources
SA-3 Inventories
SA-4 Fire and Law Enforcement Arrangements
SA-5 Examination for Fire Safety
SA-6 Fire Extinguishers
*SA-7 Water Supply
SA-8 Utility Blueprints/Charts
SA-9 Sleeping Quarters—Space
*SA-10 Sleeping Quarters—Emergency Exits
SA-11 Facility Access—Restricted Mobility
SA-12 Sewage Disposal Approval
*SA-13 Sewage Disposal Problem
SA-14 Disposal Areas—Conditions
SA-15 Disposal Schedule
SA-16 Toilets—Ratios
SA-17 Toilets—Privacy
SA-18 Toilets—Maintenance
SA-19 Handwashing—Proximity
SA-20 Handwashing—Ratios
SA-21 Bathing Facilities
SA-22 Laundry Services
SA-23 Supplies and Equipment—Storage
SA-24 Shelter from Inclement Weather
SA-25 Lease Agreement

PART B—ADMINISTRATION

SB-1 Risk Management Plan
SB-2 Site Risks—User Information
SB-3 Emergency Procedures for User Groups
SB-4 Fiscal Management
SB-5 Insurance Coverage
SB-6 Legal Counsel
SB-7 Maintenance Routine
*SB-8 Firearms Storage
SB-9 Flammable Materials Storage
SB-10 Hand and Power Tools
SB-11 Policy on Use of Hazardous Items
SB-12 Emergency Transportation
SB-13 Motor Vehicle Safety Check
SB-14 Emergency Equipment in Motor Vehicles
SB-15 Motor Vehicle Safety Procedures
SB-16 Non-Passenger Vehicle Use Policy

Food Service

SB-17 Temporary Waste Storage
SB-18 Food Area Cleanliness
*SB-19 Perishable Food Storage
SB-20 Dining Facilities
SB-21 Food Records
SB-22 Menu Planning
SB-23 Food Staff Clothing
SB-24 Smoking Prohibitions
*SB-25 Food Service Utensils—Cleaning
SB-26 Food Service Utensils—Storage

PART C—PERSONNEL STANDARDS

SC-1 Employment Agreement
SC-2 Personnel Policies
SC-3 Staff Organization Chart
SC-4 Job Descriptions

PART E—HEALTH CARE

SE-1 Training of Health Care Providers
SE-2 Standing Orders
*SE-3 Medical Records
SE-4 Storage of Drugs
SE-5 Infirmary Facility
SE-6 Medical Quiet Area

PART F—AQUATIC STANDARDS

*SF-1 Lifeguarding
SF-2 Staff Qualifications
SF-3 Policy on Guarding Procedures
SF-4 Policy on First Aid and CPR
SF-5 Policy on Safety System
SF-6 Conditions at Swimming Pool
SF-7 Conditions at Natural Bodies of Water
SF-8 Written Emergency Procedures
SF-9 Policy on Wheelchair Safety
SF-10 Personal Flotation Device Availability
SF-11 Use of PFDs

APPENDIX DD

ORGANIZATIONS OFFERING ADDITIONAL RESOURCES FOR CAMP OPERATION

AMERICAN CAMPING ASSOCIATION
Bradford Woods
Martinsville, IN 46151-7902
Phone: (317) 342-8456

Resources: *Catalog of Selected Camping Publications, Camping Magazine, Catalog of Professional Development Opportunities*, National Convention, Local Sections.

I. RELATED PROFESSIONAL ASSOCIATIONS

American Alliance of Health, Physical Education, Recreation and Dance
1900 Association Drive
Reston, VA 22091
Phone: (703) 476-3400

Resources: Publications, magazines, and conferences for health, recreation, and/or physical education interests.

Association of Experiential Education
George Williams College
P.O. Box 210
Williams Bay, WI 53191
Phone: (612) 376-7624

Resources: Job clearinghouse, publications service, journal conference.

Canadian Camping Association
1806 Avenue Road, Suite 2
Toronto, Ontario, Canada M5M 3Z1
Phone: (416) 781-4717

Resources: *Canadian Camping Magazine*, national conferences and skill schools, publications service.

Christian Camping International
P.O. Box 646
Wheaton, IL 60189
Phone: (312) 462-0300

Resources: Magazine, publications, national conventions, leadership development institutes, workshops.

ERIC/CRESS
Box 3AP
Las Cruses, NM 88003
Phone: (505) 646-2623

Resources: *Digest on Outdoor Education*, publications/topics in outdoor education, ERIC database.

National Recreation and Park Association
3101 Park Center Drive
Alexandria, VA 22302
Phone: (703) 820-4940

Resources: Publications, magazines, and conferences for health, recreation, and/or physical education interests.

International Association of Conference Center Administrators
c/o Melba Banks
Christmount Assembly
Black Mountain, NC 28711
Phone: (704) 669-8977

Resources: Annual conference, quarterly publication, personnel referral

Ontario Camping Association
1806 Avenue Road, Suite 2
Toronto, Ontario Canada M5M 3Z1
Phone: (416) 781-0525

Resources: Information on children's camping, Province of Ontario, Canada.

II. SPECIAL PROGRAM ACTIVITIES

AQUATICS

American Canoe Association
P.O. Box 248
Lorton, VA 22079
Phone: (703) 550-7523

Resources: Safety literature poster, film library, magazine.

American National Red Cross
17th and D Streets, NW
Washington, D.C. 20006
(Contact local chapters)

Resources: Instructors, courses, and materials in swimming, boating, and first aid.

American Water Ski Association
Winter Haven, FL 33880
Phone: (813) 324-4341

Resources: Waterski program for camps, booklets, manuals.

National Organization for River Sports
P.O. Box 6847
314 North 20th Street
Colorado Springs, CO 80934
Phone: (303) 473-2466

Resources: Current magazine (bi-monthly), river related books, camp instruction programs.

ARCHERY

American Archery Council
200 Castlewood Road
North Palm Beach, FL 33402
Phone: (305) 842-4100

National Field Archery Association
Route 2, Box 514
Redland, CA 92373
Phone: (714) 794-2133

Resources: Youth archery program for camps.

HORSEBACK

Camp Horsemanship Association
P.O. Box 188
Lawrence, MI 49064
Phone: (616) 674-8074

Resources: Four-level riding instructors' training with certification program with manuals. Covers both English and Western riding. Guidelines for camp riding programs. Job placement service.

Horsemanship Safety Association
5304 Reeve Road
Mazomanie, WI 53560
Phone: (608) 767-2593

Resources: Riding Instructor Certification clinics and manuals. Lectures, developing/improving riding programs.

The United States Pony Clubs, Inc.
329 South High Street
West Chester, PA 19380
Phone: (215) 436-0300

Resources: Newsletters, teaching aids, publications, list of protective headgear, clinics.

TRIP CAMPING

Appalachian Mountain Club
5 Joy Street
Boston, MA 02108
Phone: (617) 523-0636

Resources: Publish and sell trail guides and maps for the Northeast.

ENVIRONMENTAL CONCERNS

National Wildlife Federation
1412 16th Street, NW
Washington, D.C. 20036

Resources: Nature study activity guides, nature periodicals, conservation education publications.

III. SPECIAL POPULATIONS

American Diabetes Association, Inc.
2 Park Avenue
New York, NY 10016
Phone: (800) 227-6776

Resources: National camp exchange program.

Epilepsy Foundation of America
4351 Garden City Drive
Landover, MD 20785
Phone: (301) 459-3700

Muscular Dystrophy Association, Inc.
810 Seventh Avenue
New York, NY 10019
Phone: (212) 586-0808

National Easter Seal Society
2023 W. Ogden Avenue
Chicago, IL 60612
Phone: (312) 243-8400

Resources: Publications dealing with camping and recreation for persons with disabilities.

IV. NATIONAL ORGANIZATIONS SPONSORING CAMPING

Boys' Club of America
771 First Avenue
New York, NY 10017
Phone: (212) 557-7755

Resources: Technical assistance, training workshops, publications.

Boy Scouts of America
(National Office)
1325 Walnut Hill Lane
Irving, TX 75038
Phone: (214) 659-2000

Resources: Technical, management, program ideas, audiovisual presentations and equipment. Reference material available.

Camp Fire, Inc.
4601 Madison Avenue
Kansas City, MO 64110
Phone: (816) 756-1950

Resources: Management of risks and emergencies, *Outdoor Book*, training model in outdoor living.

Jewish Welfare Board
15 East 26th Street
New York, NY 10010
Phone: (212) 532-4949

National 4-H Administrative Staff Extension Service
U.S. Department of Agriculture
3860 South Building
Washington, D.C. 20250

YMCA International Program Services
236 East 47th Street
New York, NY 10017
Phone: (212) 319-0610

Resources: International camp counselor program (40 countries), ICCP Abroad—overseas jobs for U.S. counselors. Camper exchange, camper referral.

YMCA of the U.S.A.
101 North Wacker Drive
Chicago, IL 60606
Phone: (312) 269-0500

Resources: Staff training, long-range planning.

YWCA of the U.S.A.
726 Boradway
New York, NY 10003

V. RELIGIOUS ORGANIZATIONS WITH CAMPING PROGRAMS

American Baptist Board of Education
Valley Forge, PA 19481

Baptist Brotherhood Commission
Royal Ambassador Division
1548 Poplar
Memphis, TN 38104

Resources: Camp materials and campcraft training.

American Lutheran Church
422 S. 5th Street
Minneapolis, MN 55415
Phone: (612) 330-3169

Camp Cherith National -
(Pioneer Ministries)
Box 788
Wheaton, IL 60187
Phone: (312) 293-1600

Resources: Camp Bible study curriculum plus training tools and resources for camp boards, directors, staff and campers-in-leadership training.

Catholics in Camping
c/o Catholic Charities
1031 Superior Ave., Rm. 331
Cleveland, OH 44114
Phone: (216) 696-6525

Church of Jesus Christ of Latter Day Saints
Activities Committee
50 North Temple
Salt Lake City, UT 84150
Phone: (801) 531-3318

Resources: Camp manual, Campcrafter certification program.

Church of the Brethern
1451 Dundee
Elgin, IL 60120
Phone: (312) 742-5100

Resources: Slide-tape presentation on the Biblical theological basis of church camping.

Episcopal Church Center
Office of Religious Education
815 Second Avenue
New York, NY 10017
Phone: (212) 867-8400

Resources: Newsletters, resource and consultant referrals.

Evangelical Covenant Church of America
5101 North Francisco Avenue
Chicago, IL 60625
Phone: (312) 784-3000

Resources: Counselor training materials, filmstrip library.

Lutheran Church in America
1446 Riverwood Lane
Phoenixville, PA 19460
Phone: (215) 438-5600

Reorganized Church of Latter Day Saints
P.O. Box 1059
Independence, MO 64051
Phone: (816) 833-1000

Salvation Army Headquarters
799 Bloomfield Avenue
Verona, NJ 07044
Phone: (201) 239-0606

Resources: Manuals on resident and day camping; guidelines for staff training and recruitment.

Seventh Day Adventist
Box C
Berrien Springs, MI 49103
Phone: (616) 473-4541

Southern Baptist Convention Baptist Sunday School Board
Church Recreation Department
127 Ninth Avenue, North
Nashville, TN 37234

The United Church of Christ
105 Madison Avenue
New York, NY 10016
Phone: (212) 239-8700

United Methodist Board of Discipleship
P.O. Box 840
Nashville, TN 37203
Phone: (613) 327-2700

Resources: Toward excellence in church camping; camp leadership guide and others.

United Presbyterian Church U.S.A.
1101 Interchurch Center
475 Riverside Drive
New York, NY 10027
Phone: (212) 870-2515

Resources: Presbyterian camping newsletter.

VI. OTHER AGENCIES

American Nature Study Society
R.D. 1, Box 372
Branchville, NJ 07825

Bunacamp
P.O. Box 49
S. Britain, CT 06487
Phone: (203) 266-0901

Resources: Foreign counselors.

Camp America
102 Greenwich Avenue
Greenwich, CT 06830
Phone: (203) 629-1012

Resources: Foreign counselors.

Center for Disease Control
U.S. Department of HEW
Public Health Service
Atlanta, GA 30333
Phone: (404) 262-6649

National Fire Protection Association
Batterymarch Park
Quincy, MA 02269
Phone: (617) 770-3000

National Rifle Association of America
1600 Rhode Island Ave., NW
Washington, D.C. 20036

National Safety Council
444 N. Michigan Avenue
Chicago, IL 60611
Phone: (312) 527-4800

OBIS (Outdoor Biology Instructional Strategies)
Delta Education, Inc.
P.O. Box M
Nashua, NH 03061

NOLS (National Outdoor Leadership School)
Box AA
Lander, WY 82520
Phone: (307) 332-6973

Resources: Outdoor training.

Exemplary Ethical Practices For Camp Directors/Owners

The members of the American Camping Association recognize and support the concept that custody of others' lives and welfare as well as the earth and its living things, calls for reverence for such life, in dedication and commitment to a higher good. Whatever form such a dedication and commitment may take, it must be essentially moral in nature.

The members further:

a. recognize and support the concept of an ecological conscience that a thing is right when it tends to preserve the integrity, stability and beauty of the biotic community.
b. recognize and support the concept that a camp is necessarily a total community within the society, with significant impact upon its inhabitants' capacity to learn, grow, develop, assimilate values, create and relate to other persons and the earth.
c. accept, respect and will be responsive to the rich diversity of our society.

The Association recognizes the Camp Director/Owner as the primary professional person assuming the greatest responsibility for actual camping practices. Therefore, the Association shall ask the person assuming this responsibility to subscribe to the following, to the extent permitted by law.

I shall seek to instill in my staff and campers not only a reverence for the land and its waters and all living things, but also an ecological conscience which reflects the conviction of individual responsibility for the health of that environment.

I shall maintain a camp membership enrollment policy without regard to religious affiliations (unless my camp is operated either by or in behalf of an established church for bona fide religious purposes), national origin, or race.

I shall hire, assign, promote and establish other conditions of employment for staff (professional, semi-professional or clerical) without regard to religious affiliation, (unless my camp is operated either by or in behalf of an established church or for bona fide religious purposes), national origin, or race.

I shall be truthful and fair in representing my camp and other camps by whatever medium of communications.

I shall be truthful and fair in securing and dealing with campers and staff.

I shall strive to conduct my camp in such a way as to build good will not only for my camp but also for the camping movement.

I shall strive to be responsible and sensitive to the local community influenced by the presence of my camp.

I shall provide a written enrollment policy for all applicants including fees, payment schedules, discounts, dates of arrival and departure, together with a clearly stated refund policy.

I shall provide for each staff member a written job description and contract including period of employment, compensation, benefits and exceptions.

I shall tell parents my procedures for promptly notifying them in the event their child is hospitalized or suffers accident or illness.

I shall maintain in professional confidence camper and staff information, observation, or evaluation.

I shall promptly consult with parents or guardians as to the advisability of removing a child from camp should it be clear that the child is not benefiting from the camp experience.

I shall refrain from actively recruiting any camper or staff member known by me to be currently enrolled or employed at another camp.

I shall honor my financial commitments to parents, staff, vendors and others.

I shall use the proper membership classification and camp registration category as may be defined by the National Board and shall use the ACA seal of accreditation in conformance with policies of the Standards Program.

I shall abide by ACA requirements and respect ACA guidelines for my profession.

Adopted by the Council of Delegates March 5, 1976, March 2, 1978, and February 16, 1980.